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ABSTRACT

This document is an attempt to provide a comprehensive, annotated listing of curriculum materials, machines, and equipment available to assist adult basic education students. The materials are arranged alphabetically by author under the subject headings -- reading, spelling and writing skills, English grammar, English as a second language, computation skills, science, social studies, administration of adult programs, the teacher in adult programs, testing and evaluation, periodicals and special publications, audiovisual, and adult high school. They are indexed by title, author, and publisher, and there is a listing of publishers with addresses in the appendix. (EB)

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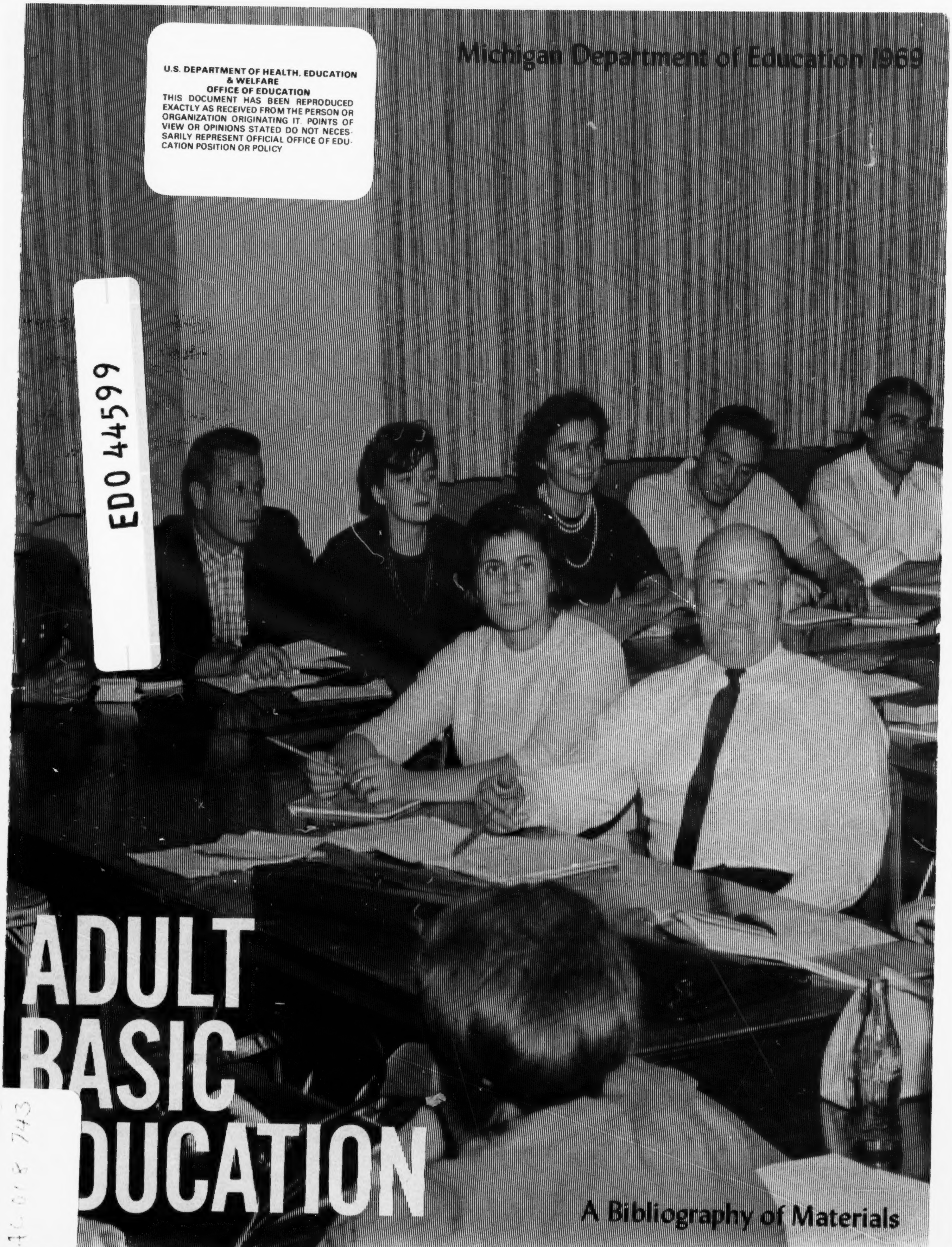

ADULT
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A Bibliography of Materials

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PREFACE

The improvement and availability of basic education programs for adults is essential to the progress, security, and well-being of the State of Michigan.

Data provided by the U. S. Census Report indicated that in 1960, there were 254,327 adults in Michigan over twenty-five years of age with less than five years of formal education and 754,546 of like age who had not completed more than eight grades.

The Michigan Department of Education has been administering federal funds made available to local school districts for the development of adult basic education programs since February 3, 1965. Ninety school districts operated adult basic education programs during this past school year (1968-69), only four and one-half years after the first federal grant to Michigan. These ninety programs enrolled over 15,000 functionally illiterate adults in forty-seven of the eighty-three counties. Altogether, 30,213 Michigan citizens have been served in the past four and one-half years.

This document is an annotated bibliography of curriculum materials, machines, and equipment that is available to assist adult basic education students. The materials listed are arranged alphabetically under subject heading by author. They are indexed by title, author, and publisher. This is an attempt to provide a comprehensive list of available materials and is in no way intended to be a limited or an approved list.

This list was prepared by the Adult Basic Education Bibliography Study Committee. We are indeed grateful to the Bibliography Study Committee, Superintendents, local Directors, and other members of their staff for assisting the Michigan Department of Education in the reproduction of this bibliography.

A note of thanks is also due to the many individuals and staff of the State Library who provided the facility and necessary materials for the Adult Basic Education Bibliography Study Committee in the development of this publication.

The Michigan Department of Education has a great interest in expanding and improving adult basic education programs. It is hoped, in this regard, that this document was published; and it is our hope that it will be of some assistance to you.

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CHAPTER I - READING

A. PRIMARY

Adult Reader. Robertson, M. S. The Steck Company, Austin, Texas, 1964. 127 pp. $.66.

A book for the adult beginner. Contains work pages and check tests along with the text. Uses words familiar to adults. Handwriting pages. Word lists illustrated.

Barnell Loft's Specific Skills. Pub. Barnell Loft.

Mature format that is suitable to all ages. Workbook. Sequential skills program.

Working With Sounds Book A Grade 1; Book B Grade 2; Book C Grade 3
Getting Main Ideas Book A Grade 1
Using the Context Books A, B, C; Locating the Answer Books A, B, C;
Following Directions Books A, B, C; Getting the Facts Books A, B, C.

Basic Reading Skills. Board of Education. The Board, Detroit, Michigan, 1965. 48 pp.

Building Your Language Power. Laubach, Frank C. Programmed by William C. Wolf, Jr. Silver Burdett Company, 1965.

A programmed and linguistic series of six workbooks using the Laubach literacy approach. Visual and phonic discrimination of letters is taught first. Thirteen hundred basic words are introduced (the Laubach list), requires a tutor. May be used individually or in large groups.

Cambridge Adult Basic Education Series, Reading Books 1, 2, 3, 4. Cambridge Publishing Company, 1969.

Step by step program for teaching reading and comprehension to adults, using only adult situations, references and examples. Each book introduces approximately 400 new words.

Dan Frontier Series. Pub. Benefic Press.

American frontier adventure stories. Dan Frontier - pre-primer; Dan Frontier and the New House - PP; Dan Frontier Goes Hunting - primer; Dan Frontier and the Big Cat - primer. High interest - low vocabulary books for the general school population but interesting to some adults.

Elementary Education For Adults. Owens, Albert A. and Sharlip, William. rev. ed. Holt, Rinehart and Winston, New York, 1950. 126 pp. $1.25.

A workbook in three parts. Part I contains a series of lessons relating to daily activities, and is designed for the first steps in reading. Part II is similar but on a more advanced level. Part III is a series of lessons telling of a family and their experiences.

English Lessons for Adults. Varnado, Jewel and Gearing, Phillip J. Harcourt, Brace & World, 1966, 1967.

Book 1 Grade Level 1:	For the beginning reader - structured vocabulary - illustrated with pictures of adult interest - aspects of practical life. Reading, spelling, some word recognition skills and English skills. A workbook.
Book 2 Grade Level 1-2:	Format similar to above.
Book 3 Grade Level 2-4:	Format similar to above.

First Steps In Reading For Meaning: Book 1. Carr, George A. University of London Press, London, England, 1959. 31 pp.

An illustrated reader for the beginner, using a question and answer approach.

From A to Z. Hancock, Dee D. Steck-Vaughn. Grade 1 List, 48¢; net, 36¢.

From A to Z is designed to teach adults the letters of the alphabet. Each letter is introduced first in manuscript form and then in the cursive form and is accompanied by adult-oriented illustrations, basic words to identify sounds, and simple exercises.

From Words To Stories. Guyton, Mary and Keilty, Margaret. New York, Noble and Noble, 1951. 83 pp. $2.00.

A good text for teaching reading to adult beginners.

Getting Started--Communications 1. Chicago, Follett, 1965. 105 pp. $1.65.

A workbook for adult beginners in reading. On The Way--Communications 2. A workbook for adult students in reading. This is the second book of a series and may be used for those just past the beginning stage.

Go Series - workbooks for the Learning 100 Program of the Educational Developmental Laboratories and American Book Company, 1966, 1967.

Pictures and stories illustrate practical aspects of adult life as well as humor, adventure, and other topics. Complete sequential skill development for comprehension and word recognition. Structured vocabulary reinforces material used on the filmstrips, tapes, and tach. (See Audio - Visual). Go Volume AA - simple illustrated stories for the non-reader progress through grades 1-2; Go Volume BA - grades 2-3; Go Volume CA - grades 3-4. Workbooks may be used separate from the audio-visual material.

I Want To Read and Write. Smith, Harley A. and Wilbert, Ida Lee King. Steck-Vaughn, 1965. 128 pp.

Instruction in the basic reading skills. Softcover, workbook format. Grades 3-4.

Jim Forest Readers. Pub. Harr-Wagner.

Good vocabulary exercises and comprehension checks in the accompanying workbooks. Stories - adult interest. Jim Forest and Ranger Don - 1.7 level; Jim Forest And the Bandits - 1.9 level; Jim Forest And The Mystery Hunter - 2.2; Jim Forest And Dead Man's Peak - 2.2; Jim Forest And The Flood -

2.8; Jim Forest And The Lone Wolf Gulch - 3.1. High interest - low vocabulary books for the general school population.

Learning The Letters. Gifford, Margaret. Six booklets. Cambridge, Massachusetts, Educators Publishing Service, 1963. $1.50 the set.

A series developed for use in remedial reading classes. Helpful for supplementary drill in beginning classes.

Learning To Read and Write. Hughes, Ann and others. LaSalle, Illinois, Open Court Publishing Company, 1965. (Open Court Basic Readers Series, Reader 1:1:1 first year) $2.00.

A beginning reading and writing study and workbook designed for first grade students.

Learning To Read And Write. Henderson, Ellen C. and Twila L. New York, Holt, Rinehart and Winston, 1965. 148 pp. and a 32 pp. appendix for the teacher. $2.48.

One of the Adult Basic Education series. (First Series), beginners through the fourth grade reading level. This series uses linguistic and phonic methods. Spelling is taught as part of learning to read and write. Two softcovered books.

Let's Read. Bloomfield, Leonard and Barnhart, Clarence. Detroit: Wayne State University Press, 1961. $8.50.

A linguistic approach to learning to read. Students should know alphabet, both capitals and small letters, and be able to follow printed symbols left to right and from top to bottom of page. There are no pictures. Also nine graded related readers for supplementary reading. Books 7 and 8 - 1965. Book 9 - 1966.

The Michigan Successive Discrimination Reading Program: Reading Program (Set A). Ann Arbor, Michigan, Ann Arbor Publishers, 610 South Forest, 48104, 1964. 9v. $15.70 (Volumes may also be purchased separately).

A series of self-instruction books to provide training in listening, reading, writing and speaking.
Set B - Self-instruction books covering recognizing, spelling, and writing 150 sight words, followed by training in word attack and comprehension.

Mott Basic Language Skills Program. Pub. Allied Education Council.

Red Series - Six semi-programmed pictotex workbooks with a mature format. Book 1300 teaches forming manuscript letters and letter discrimination. Book 1301 teaches cursive writing and consonant sounds. Book 1302, grade level 1. Pictures introduce sequentially phonetic regular words with short vowels. New words are made with consonant substitution. Spelling with some reading. Book 1303, grades 2-3. Words are grouped according to spelling patterns. Short vowels, common endings, consonant blends, and diagraphs. Spelling, writing, and some writing. Book 1304, grades 2-3. Words with long vowels, vowel variations, and irregular spelling. Skill levels are 2-3 but reading sections are higher. Book 1305, grade 3. Book 1306, grade 3.

Comprehension Series - Four Books, 301, 302, 303, and 304, grade levels 2, 2-3, 2-3, 3. Reading material correlates with the semi-programmed or original series. Programmed comprehension exercises.

Mott Basic Language Program. Pub. Allied Educational Council.

Series 300 -- Grade levels 1-3. (Original series--teacher oriented). Books 300 A and 300 B cover the same materials as in the Semi-Programmed Series 1-6.

Operation Alphabet; TV Home Study Book. National Association of Public School Adult Education. Washington, D. C., The Association, 1962. unp. $2.00.

An introductory unit of 100 one-page lessons. A whole word method. Workbook to be used in connection with the Operation Alphabet TV programs but may be used independently of the course. Each lesson self contained. Vocabulary and rate of introduction of the new words are controlled. Writing exercises are included but no provision is made for a phonics program.

Men In The Armed Forces And Servicemen Learn To Read Practice Book. Numbers I and II. U.S. Government Printing Office, 1956.

A reader and accompanying workbook utilize the whole word method of instruction. Useful for any beginner reader. Workbook contains comprehension and word study exercises. Grades 2-6. Study cards for use with MB001, MB001.2, and MB001.3 contain sentence fragments and phrases. Cards are used to present all new words.

New Practice Readers. Stone, Clarence R., and Burton, Ardis E. Webster Publishing Company, 1960.

Text-workbook. Readiness exercises are followed by story and vocabulary and comprehension checks. Topics are of interest to all ages. Book B has some timed exercises to check rate. Book A - grade level 2-3; Book B - grade level 3-4.

The New Streamlined English Series. Laubach, Frank C., Laubach, Robert S., and Kirk, Elizabeth M. Collier-Macmillan International, 1966.

A programmed series using the Laubach literacy system. Five workbooks provide training in the recognition of letter sounds, vowel sounds (long, short, "other"), and sounds of some consonants.

Opening The Door To Reading. rev. ed. Gray, Wil Lou and Kohn, Erin. Columbia, South Carolina, State Department of Education, 1954. 43 pp. $.05.

A reader prepared for the use of beginning adult students. Also contains suggestions to teachers.

Programmed Prereading. Buchanan, Cynthia Dee. St. Louis, Missouri, Webster Division, McGraw-Hill, 1963. 108 pp. $1.11.

A prereader designed to introduce and teach the letters and their sounds.

Programmed Primer. St. Louis, Missouri, Webster Division, McGraw-Hill, 1963. 127 pp. $.93.

To be used when the student has mastered the material presented in the book "Programmed Prereading" by the same author.

Programmed Reading. Book 1. St. Louis, Missouri, Webster Division, McGraw-Hill, 1963. 129 pp. $.99.

Follows the "Programmer Primer" in the series of beginning reading books by the same author.

Reader's Digest Adult Readers. Pub. Reader's Digest Services, 1964.

Supplementary readers for adults include stories adapted from articles in the Reader's Digest. The stories deal mostly with sports and adventure. Grade levels indicated are based on tryouts and differ slightly from publisher grading. Exercises following reading selections test comprehension:
Workers in the Sky. 32 pp. Grade 2
Second Chance. 32 pp. Grades 2-3
Mystery of the Mountains. 32 pp. Grade 3.
"Send for Red!". 32 pp. Grade 3.

Reader's Digest Skill Builders. Pub. Reader's Digest Services. Original Series.

Adult interest--stories adapted from Reader's Digest magazine. Exercises at the end of each story build comprehension and word recognition. Level I: Books 1 & 2 (Grade Level I approx. 1.8); Level II: Books 1, 2, & 3; Level III: Books 1, 2, 3.

Reading and Writing. LaSalle, Illinois, Open Court Publishing Company, 1965. (Open Court Basic Readers Series, Reader 1:1:2 first year) $2.00.

A reading and writing study and workbook designed for first grade students.

Reading For A Purpose. Adair, J. B. and Curry, Robert L. 2v. Chicago, Educational Opportunities Project, Follett, 1965

Student's book, 222 loose leaf pages with binder, $3.54, Instructor's book, 222 loose leaf pages with binder, $4.50. Fifty lessons for the adult illiterate. Uses the sight-word approach.

Reading In High Gear: The Accelerated Progressive Choice Reading Program. Woolman, Myron. Chicago, Science Research Associates, 1964. Review set of one copy of each workbook and manual, $22.50.

A set designed to teach basic reading. Takes the student from the beginning to approximately the eighth grade level. Program is divided into three cycles. Set includes Cycle 1, 2 instructor's manual, 4 learner's workbooks; Cycle 2, 1 instructor's manual, 2 learner's workbooks; Cycle 3, 1 instructor's manual, 3 learner's workbooks.

Reading Skillbook: Book 1 and 2. Caughran, Alex M. and Mountain, Lee Harrison. Teacher's Edition. New York, American Book Company, 1962. 128 pp each.

Combined texts and workbooks designed to improve the reading skills of word recognition, comprehension and interpretation and to teach library skills. The subject matter is of interest to adults.

Sounds The Letters Make. Schoolfield, Lucille D. Boston, Little, Brown, 1949. unp. $2.95. May be ordered from Phono-Visual Products, Washington, D. C.

A book to help the beginner learn the ways of pronouncing the letters of the alphabet. Verses, illustrations, games and simple test questions are used.

S.R.A. Reading Laboratories. Pub. Science Research Associates.

Kits of multi-level stories that are suitable for adults. Color coded according to difficulty. Complete sequential comprehension and word recognition skills. Kit Ia - grade levels 1.5 - 3.5; Kit Ib grade levels 1.6 - 4.5; Kit Ic grade levels 1.6 - 5.5.

Structural Reading Series. Stern, Catherine and others. 5v. Syracuse, New York, L. W. Singer, 1963. A. $.80, other volumes, $1.28.

A beginning reading program based on the structure of words. Titles in the series are A-We Learn to Listen, B-We Discover Reading, C-We Read and Write, D-We Read More and More, E-Now We Read Everything.

Systems For Success. Henney, R. Lee. Follett, 1965. Book I - 125 pp. Book II - 242 pp.

Primary reading and phonics books that advances rapidly to the intermediate levels.

Talking It Over. Adair, J. B. and Curry, Robert L. Chicago, Educational Opportunities Project, Follett, 1966. Student's book, $.79; Instructor's book, $3.75.

Subtitled "an adult reading readiness program for the culturally different." Planned for use with the undereducated adult and the foreign born. Contains illustrations of common objects and situations as a basis for oral discussion and learning. Instructor's book contains outlines of procedures and oral-aural exercises.

The Home and Family Life Series. Bright, Emma Lewis and Mitchel, Eva Cornelia. Arthur C. Croft Company, 1957.

Reader 1 - A Day With The Brown Family. Grades 1-2.
Reader 2 - Making A Good Living. Grade 2.
Reader 3 - The Browns At School. Grade 2.
Reader 4 - The Browns And Their Neighbors. Grades 2-3.
Accompanying Teacher's Guide

These soft-cover books are a revised version of an old series that remains very popular with the culturally deprived. Their easy readability make the new reader proud to have finished "whole books." Needs to be supplemented with word recognition and comprehension skills.

Visual Tracking. Geake, R. Robert and Smith, Donald E. P. Ann Arbor, Michigan, Ann Arbor Publishers, 610 South Forest, Ann Arbor, 48104, 1962. 60 pp. $1.00.

Subtitled: "A self-instruction workbook for perceptual skills in reading." The exercises in this book are planned for beginning readers and for remedial work.

Ways To Read Words. Feldmann, Shirley C. and Merrill, Kathleen K. New York, Institute of Language Arts, Teachers College, Columbia University, 1959. 43 pp.

A workbook of word analysis skills. Shows the new reader several methods of approach to new words.

Word Attack: A Way To Better Reading. Roberts, Clyde. New York, Harcourt, Brace, 1956. 139 pp. $2.00.

Written to help the student read new words more easily.

Word Line Book. LaSalle, Illinois, Open Court Publishing Company, 1965. (Open Court Basic Readers Series, Reader 1:1:3 first year). $1.60.

A word line reading text for first grade students.

Language Workbook: A Workbook In Simple Language Arts. Mitchell, Eva Cornelia and Murphy, Marion McCown. Arthur Croft Company, 1950. 83 pp.

Intended to accompany Readers 1-4, but could be used alone. Good practice in filling out forms. Grades 1-2.

Workbook In Learning To Read Better. Mitchell, Eva Cornelia. New London, Connecticut, Arthur C. Croft, 1950. 41pp. $.45.

A workbook to accompany "A Day With The Brown Family" by E. L. Bright, another in the Home and Family Life Series.

The Writing Road To Reading. Spaulding, Romalda Bishop and Spalding, Walter T. Rev. Ed. New York, Whiteside, Inc., and William Morrow, 1962. 248 pp. $3.00.

A modern method of phonics for teaching children to read. A presentation in complete detail of the United Phonics Method for teaching children to read which many teachers and parents have found very effective.

B. INTERMEDIATE

American Folktales, I. Binner, Vinal O. New York, Thomas Y. Crowell, 1966. 177 pp. $2.60.

A structured reader, based on folktales, to be used as a supplementary reader by the student who has had a basic vocabulary and English grammar course.

Barnell Loft's Specific Skills. Pub. Barnell Loft.

Workbooks with mature format that are suitable for all ages. Sequential skills program.
Working With Sounds - Book D, grade 4; Using The Context - Books D, E, F - 4, 5, 6; Following Directions - Books D, E, F - grades 4, 5, 6; Locating the Answer - Books D, E, F - 4, 5, 6; Getting The Facts - Books D, E, F - 4, 5, 6.

Be A Better Reader. Smith, Lila Banton. Prentice-Hall, 1963. Six books $1.88 to $2.20 each.

A study and workbook series designed to develop basic reading skills with special emphasis on the fields of science, social studies, mathematics, and literature.

Building Reading Confidence. C. S. Hammond Company, 1964. 220 pp.

Can be used as a basal text as it covers most of the reading skills needed at this level. Joseph Gainsberry is well known for his corrective reading books for adolescents. A fairly complete text.

Full Speed Ahead: Communications III. Bauer, Josephine. Follett, 1965.

Grades 5-6. The third book in a series that utilizes systematic applied linguistic approach to teach reading, writing, spelling, and basic English.

Go Series - Workbooks for the Learning 100 Program of the Educational Developmental Laboratories and the American Book Company, 1966, 1967.

Pictures and stories illustrate practical aspects of adult life as well as humor, adventure, and other topics. Complete sequential skill development for comprehension and word recognition. Workbooks may be used separate from the audio-visual material. Structured vocabulary reinforces material used on the filmstrips, tapes and tach. (See Audio-Visual). Go Volume DA - grade 4; Go Volume EA - grade 5; Go Volume FA - grade 6.

How To Read Better. Smith, Harley A. and Wilbert, Ida Lee King. Steck-Vaughn, 1964. Book 1 - 64 pp. Book 2 - 64 pp.

Comprehension and vocabulary exercises follow reading selections. Softcover, workbook format. Grade levels 5-6.

Live and Learn. Cass, Angelica W. Noble and Noble, 1962. 153 pp. $2.00.

Builds vocabulary with reading selections dealing with jobs, social security, driving a car, the months of the year, and how to become a United States citizen. Good for those learning English as a second language. Grades 4-6.

Mott Basic Language Skills Program. Pub. Allied Education Council.

Yellow Series - Four semi-programmed workbooks, 1307, 1308, 1309, 1310, that cover the normal reading skills taught in grade levels 4-6. The series includes stories, skill lessons, good usage, word studies and American Scenes.
Comprehension Series- (four books--601, 602, 603, 604) reading material that correlates with the Semi-programmed or original series. Grades 4-6.
Sound Structure - Book 160 - A condensation of first six grades of word attack skills for review purposes and skill problem analysis.
Series 600 - Grade levels 4-6. Books 600A and 600B cover the same materials as in the Semi-programmed Series 7-10.
Word Bank - 300 photographs of common objects. The Word Bank is designed to build vocabulary and comprehension. Includes spelling test. Can be used as a supplement to the Semi-programmed Series.

New Adventures in Reading. Leavell, Ullin W. and Via, Betty Davis. Teacher's Edition, rev. ed. Austin, Texas, Steck-Vaughn, 1966. 128 pp. Worktext, 44 pp. Teacher's Section, 16 pp. Test Section. $.72.

One of the Reading Essentials Series. A combined text and workbook written on the sixth grade level.

New Avenues in Reading. Teacher's Edition. rev. ed. Austin, Texas, Steck-Vaughn, 1966. 128 pp. Worktext, 36 pp. Teacher's Edition, 16 pp. Test Section. $.72.

One of the Reading Essentials Series. A combined text and workbook written on the fourth grade level.

New Flights in Reading. Dale, Edgar. MC004. U.S. Government Printing Office, Washington, D.C., 1964.

Expands vocabulary, has comprehension.

New Goals In Reading. Teacher's Edition, rev. ed. Austin, Texas, Steck-Vaughn, 1960. 112 pp. Worktext, 34 pp. Section for Teachers, 16 pp. Test Section. $.72.

One of the Reading Essentials Series. Designed to be used for remedial work in the middle grades. A combined text and workbook.

New Journeys In Reading. rev. ed. Austin, Texas, Steck-Vaughn, 1966. 128 pp. with a 16 pp. Test Section. $.72.

One of the Reading Essentials Series. A combined text and workbook written on the fifth grade level.

New Practice Readers. Webster Publishing Company, Div. Mc Graw-Hill, 1961, 1962.

Workbooks are of interest to all ages. Topics include inventions, the plant and animal worlds, safety, arithmetic, etc. Readiness exercises to introduce new words precede each story. Comprehension and vocabulary checks. Some timed exercises. Book C - grade 4; Book D - grade 5; Book E - grade 6.

Practice Readers: Books 1, 2, 3, and 4. Stone, Clarence R., and Grover, Charles C. St. Louis, Webster Publishing Company, 1947. $.56 each.

A graded series which provides practice in developing skill in reading comprehension.

Programmed Reading For Adults. Sullivan, N. W. Behavioral Research Laboratories, 1967.

This series is a refinement of the McGraw-Hill Sullivan Reading Series. It is more detailed, contains multi-racial illustrations and has supplementary readers using the vocabulary learned.

Rapid Reading Made Simple. Weldman, John. Garden City, New York, Doubleday, 1958. 191 pp. $1.45.

Contains instructions for improving one's reading, reading exercises and progress charts.

The Reading Attainment System. Grolier, Educational Corporation, 1967.

A remedial reading program consisting of 120 different reading selections, with 120 accompanying skill cards that contain vocabulary words and also exercises for word meanings in context. Each reading selection has a skill card with an answer key. The student can correct his answers. The selections include many action stories but deal with application forms, an employment agency, and a few health topics.

Reader's Digest Skill Builders. Pub. Reader's Digest Services, Educational Division.

Original Series - High adult interest. Exercises at the end of each story build comprehension and word recognition. Well-graded stories. Grade Level IV, Books 1, 2, 3; Level V, Books 1, 2, 3; Level VI, Books 1, 2, 3.

Reading In High Gear: The Accelerated Progressive Choice Reading Program. Woolman, Myron. Chicago, Science Research Associates, 1964. Review set of one copy of each workbook and manual, $22.50.

A set designed to teach basic reading for youths and adults with special learning problems. Takes the student from the beginning to approximately the eighth grade level. Program is divided into three cycles. Set includes Cycle 1, 2 instructor's manuals, 4 learner's workbooks; Cycle 2, 1 instructor's manual, 2 learner's workbooks; Cycle 3, 1 instructor's manual, 3 learner's workbooks.

Reading For Understanding. Graham, Martin. Bronxville, New York, Self-Taught Publications, 1961. 136 pp. $.95.

A self-instruction book to aid in improving reading speed and comprehension.

Reading Fundamentals for Teenagers. Neufeld, Rose Goldman. New York, John Day, 1963. 61 pp. $1.25.

This book provides a series of exercises for the young adolescent who reads on a third or fourth grade level. It is subtitled "A workbook for basic skill building."

Second Course in Phonetic Reading. Helson, Lida G. Cambridge, Mass., Educators Publishing Service, 1964-65. 4 books. Bk. 1, $.90, Teacher's manual for Bk. 1, $.50.

This set consists of Book One and Book Two with a teacher's manual to accompany each. The basic texts are student workbooks for those who wish to gain a foundation in phonics at the fourth and fifth grade levels.

Spectrum of Skills. Pub. MacMillan.

Grades 3-7. Programmed reading workbooks. Excellent skill development material designed for the older student. Suitable for adults. The order of difficulty is determined by color. Six booklets for each listed: Word Analysis, Vocabulary Booklets, and Comprehension Booklets.

S.R.A. Reading Laboratories. Pub. Science Research Associates.

Multi-level kits of stories that are suitable for adults. Color coded according to difficulty. Complete sequential comprehension and word recognition skills. Kit Ic grade levels 1.6 - 5.5; Kit IIa grade levels 2.5 - 7.5; Kit IIb grade levels 3.5 - 8.5.
Reading for Understanding, Junior Edition, recommended for grades 3-8. 1-100 steps. Paragraphs of varied topics that help the student learn how to analyze a sequence of ideas and draw logical conclusions. Suitable for adults.

Step Up Your Reading Power. Olsen, Jim. McGraw-Hill, 1966. 90 pp. each.

Book A - Grades 3-4; Book B - Grades 4-5; Book C - Grades 5-6. Aimed at the young adult, this series of softcover, graded readers is designed to improve reading comprehension. Stories deal with help-wanted ads, health, famous people, and a great miscellany. Good as supplementary reading.

Stories For Today. MC002. U.S. Government Printing Office, 1954.

Stories are followed by vocabulary and comprehension tests. Grades 4-6. Workbook - MC002.2.

Stories Worth Knowing. MC003. U.S. Government Printing Office.

Expands vocabulary, has comprehension exercises. Grades 5-6. Workbook - MC003.

Teenage Tales. Books A, B, C. D. C. Heath and Company, 1954-59.

Stories of interest to adults and teenagers. Grades 3-5.

Top Flight. Scott, Foresman.

Grade 5. Stories, plays, poems, and articles adapted from magazines and other books. Of interest to adults and teenagers.

What's Behind The Word? Epstein, Sam and Beryl. New York, Scholastic Book Services, 1954. 64 pp. $.35.

Simply written account of the development of words and of language. Adapted from The First Book of Words.

C. ADVANCED

Help Yourself To Improve Your Reading. 2 v. Reader's Digest. Pleasantville, New York, Reader's Digest Serivces, Inc., 1963. School price $.75 each, list price, $1.00.

Readings and exercises to improve both reading speed and comprehension. Written on the 7th and 8th grade reading level.

How To Become A Better Reader. Witty, Paul Andrew. Chicago, Science Research Associates, 1962. 275 pp. $4.90.

This book contains twenty reading lessons each followed by a reading selection and comprehension and vocabulary tests. Also contains a bibliography of books for future reading.

How To Read Better And Faster. Lewis, Norman. Crowell, 1958. 398 pp. $4.95.

Instruction, exercises, and quizzes to aid the student in increasing speed and comprehension.

How To Improve Your Reading. Chicago, Science Research Associates, 1956. 275 pp. $4.95.

Written to provide the steps needed to become a better reader and to check the progress made.

Mott Basic Language Skills Program. Allied Education Council.

Series 900 - Grade levels 7-9. 900 A and 900 B cover language skills needing reinforcement. Basic grammar needs are also covered. Includes stories, word studies, and American Scenes.

New Practice Readers. Pub. Webster Publishing Company.

Skilltext workbooks that are of interest to all ages. Topics include astronomy and weather, medicine and health, vocations, science, history, detective work, animals and others. Readiness activities to introduce new words precede each story. Book F - grade 7; Book G - grade 8.

Progress In Reading. Leavell, Ullin W. and Gardner, William Leonard. Teacher's Edition. Austin, Texas, Steck-Vaughn, 1957. 143 pp. worktext, 44 pp. teacher's section, 16 pp. test section. $.72.

One of the Reading Essentials Series. A combined text and workbook on the seventh grade level.

Reader's Digest Skill Builders. Reader's Digest Services, Inc. Original Series.

(Grade) Level VII - Books 1, 2; Level VIII - Books 1, 2. Self-directed exercise material follows most stories to strengthen comprehension skills, develop word power, and to stimulate oral and written activities.

Reading Made Simple: Junior Series. Garden City, New York, Doubleday, 1960. (Made Simple Books) 160 pp. $1.45.

Written to aid young people improve their reading. Contains suggestions, exercises and tests.

Step Up Your Reading Power. Olsen, Jim. 1966. 99 pp. each.

Book D - Grades 6-7; Book E - Grades 7-8. Aimed at the young adult, this series of softcover, grades readers is designed to improve reading comprehension. Stories deal with help-wanted ads, health, famous people, and a great miscellany. Good as supplementary reading.

Successful Reading. Globe Book Company, 1953. 210 pp.

This book, developed for corrective work in junior and senior high schools, is still one of the better books for teaching adults specific vocabulary and comprehension skills. The exercises are well constructed and the readings are acceptable to adults.

Test Lessons In Reading-Reasoning. McCall, William A. and Smith, Edwin H. New York, Bureau of Publications, Teachers College, Columbia University, 1964. 78 pp. $.70.

Level VIII. An excellent supplement to more general texts for adolescents and adults. 78 lessons, with tests, planned to help the student learn to reason and to read critically. A teacher's manual and answer key is included.

You Can Read Faster. Schiavone, James. New York, Grosset and Dunlap, 1963. 96 pp. $1.00.

Techniques for increasing reading speed and comprehension. Tests are included.

CHAPTER 2 - SUPPLEMENTARY MATERIALS

Advanced Junior Dictionary. Thorndike-Barnhart, 1957.

Although designed for children, this dictionary is suitable for use by adults. There are 60,000 entries, large print and many illustrative sentences to clarify meanings. Grades 1 to 8.

Basic Dictionary of American English. New York, Holt, Rinehart, and Winston, 1962. 848 pp. $1.20.

A dictionary of frequently used words with easily understood definitions. Contains a section on how to use the dictionary, and general information. Has bold face headings and a clear type.

Holden Picture Dictionary, The. Lilian Moore. New York, Golden Press, 1951. 80 pp. $1.95.

Contains definitions of over 800 familiar words. Many of them are illustrated.

Handy Book of Commonly-Used American Idioms. Solomon Wiener. New York, Handy Book Press, 1958. 112 pp. $.60.

Lists and defines over 1200 frequently used American idioms. Helpful to anyone learning the language as it is written and spoken in the United States.

Little Golden Books of Words, The. Selma Lola Chambers. New York, Golden Press, 1948. $.29.

Contains many illustrations of familiar words. Helpful for one just learning to read.

Picture Dictionary for Primary Grades. Margaret B. Parke. New York, Noble and Noble, 1960. 80 pp. $.75.

Early elementary level. Will help the beginner learn to read, spell, and use the dictionary.

Scholastic Dictionary of American English. New York, Scholastic Book Services, 1962. 848 pp. $.95.

A paperbound dictionary planned for school use. Contains an explanatory introduction, and several informational tables as well as the usual dictionary entries. Homonyms are cross referenced to aid in finding words known only by sound.

Scholastic Dictionary of Synonyms, Antonyms, Homonyms. New York, Scholastic Book Services. 220 pp. $.45.

This volume may be used for vocabulary enrichment and for improving one's spelling. Part 1 lists words in alphabetical order with synonyms and antonyms and Part 2 lists homonyms with definitions.

Scholastic Book Services, Hammond World Atlas. Revised Edition. New York, Scholastic Book Services, 1964. 62 pp. $.50.

A paper bound atlas containing, in addition to maps, a simply-written descriptive material about the continents and the United States.

School Dictionary. Harcourt, Brace and World. $3.90. Hard cover.

46,000 entries. Clear printing, easily comprehensive for grades 4-8. Illustrated. Accompanying workbooks follow self-teaching format. Exercises and tests on basic and advanced dictionary skills. Paper cover-Workbook I $.72, Workbook 2 $.60.

Webster's New World Dictionary. World Publishing Company, 1959. 632 pp.

Pocket size edition. Although print is very small, the book is inexpensive and a handy size.

Words and Pictures, a Dictionary. Janice Janik. Booklet No. 3. Kalamazoo, Michigan, Kalamazoo Branch AAUW Literacy Writing Project, Marion D. Spencer, ed., and Kalamazoo Public Library System, 1966. 29 pp. $.50.

An illustrated booklet teaching common words by using them in sentences. For the adult with limited reading ability.

World Book Encyclopedia. 30 volumes. Chicago, Field Enterprises Education Corporation, 1964. $299.

This is a large type edition, especially useful for those with reading problems.

CHAPTER 3 - SPELLING AND WRITING SKILLS

A. SPELLING

Basic Goals in Spelling - Four Books. Kottmeyer, William and Ware, Kay. St. Louis, Mo., Webster Division, McGraw-Hill Book Co., 1964, $2.40.

A series of spelling workbooks. Includes exercises in writing and in recognizing sounds.

Blue Book of Spelling and Dictionary Study. Brain. Regents Publishing Company.

Childs Spelling Rules. Childs, Sally B. and Ralph de S. Cambridge, Mass., Educators Publishing Service, 1965. 29 pp. $.75.

Basic rules for English spelling. Explanations and examples are given with each rule.

Correct Spelling Made Easy. Lewis, Norman. New York, Random, 1963. 332 pp. $4.95, also Dell paperback, $.50.

This volume in the form of a handbook-workbook is designed to help the student master the fifteen most troubling spelling problems.

Dictionary of Correct Spelling: A Handy Reference Guide. New York, Harper & Rowe, 1962. 206 pp. $6.95.

Includes rules of spelling and a list of over 5,000 words which are commonly misspelled.

Everyday Spelling. Lewishon, Sarah. Bronxville, N.Y., Self-Taught Publications, 1962. 179 pp. $.95.

A book for self-instruction in spelling. Self-testing quizzes and answers are included.

Gateways to Correct Spelling. n.d. 164 pp. Ayer, Fred C. Steck-Vaughn Company, P. O. Box 20208, Austin Texas.

Spelling words are divided into the basic group, the practical group of spelling words and the special groups of spelling words. The basic group is for grade levels 5 and up. The practical group is for grade levels 7 and 8. The last group is high school level.

Helping your Child with Spelling. Dolch, Edward. Champaign, Ill., Garrard Press, 1960. 24 pp. $.25.

Suggestions for the parent who wishes to help a student improve his spelling.

I Want to Read and Write. Smith, Harley A. and Wilbert, Ida Lee King. 1965. 128 pp.

Instruction in the basic reading skills for beginning students or for remedial work. Softcover, workbook format. Grades 1-3. Steck-Vaughn.

Improve your Own Spelling. Johnson, Eric W. 2nd ed. St. Louis, Webster Division, McGraw-Hill, 1962. 124 pp. $1.40.

A spelling book which may be used by the individual student at his own speed. Useful for adults who have spelling difficulties.

The Modern Teaching of Spelling. Champaign, Ill., Garrard Publishing Co., 1950. 36 pp. $.50.

A pamphlet containing suggestions for teaching spelling, a list of the 2,000 most common words, and a bibliography of lists of words for spelling.

Our City Spelling Words and Dictionary. King, John B. New York, Noble and Noble, 1955. 97 pp. $1.00.

A spelling textbook designed to be used by all grades from second through seventh, and containing the 1,000 words most often used in writing as determined by surveys.

Six Minutes a Day to Perfect Spelling. Shefter, Harry. 1962. Washington Square Press, 630 Fifth Avenue, New York, NY 10020.

A self-help text for individuals to proceed at their own pace. Grades 1-8.

Spelling and Writing Pattern - Books A, B, C, D, E, F. Chicago, Follett, 1963. $.72 each. Botel, Morton.

Spelling for the Millions. Furness, Edna L. New York, New American Library (A Signet Book, 1964). 223 pp. $.60.

A self-help spelling guidebook containing instruction and exercises.

Spelling Made Simple. Ross, Stephen V., Garden City, N. Y., Doubleday, 1957, 160 pp. $1.45.

Step-by-step spelling instruction. Includes exercises and tests.

Using Words: An Enriched Spelling Program. Billinton, Lillian Emily and Walpole, Ellen Wales. New York, Silver Burdett, 1945. 114 pp. $1.04.

An advanced course in home study in spelling. Contains weekly lessons stressing pronunciation, meaning and use of words, as well as review lessons and a dictionary of the words studied.

B. WRITING

Advanced Handwriting for Adults. Poore, Mary.

Legible handwriting, good study habits, and good citizenship are related to each other. Grades 5-8.

Advanced Manuscript for Adults. Boon, Barrett and Twitty.

Provides basic forms such as driver's license, job application, voter registration and social security. It is useful as accompaniment to Manuscript for Adults.

Better Handwriting for You. 1966. New York: Noble and Noble.

Eight softcover books with an improved system of teaching handwriting. Four colors are used.

A Creative Approach to Writing. Hamilton, Mary Glenn. Pleasantville, N. Y., Reader's Digest Services, n. d. 24 pp. $.10.

Ways by which the teacher can help the student to learn to write more creatively.

Expository Writing, A Motivated Approach. Pleasantville, N. Y., Reader's Digest Services, n. d. 28 pp. $.10.

Helpful suggestions for the teacher of expository writing.

The Golden Book on Writing. Lambuth, David and others. New York, Viking, 1963. 81 pp. $3.00.

A guide to all types of writing. Some of the topics covered are paragraphs, sentences, punctuation, letters, and business writing.

How to Improve Your Handwriting. U. S. Veterans Administration. Washington, D. C. Veterans Administration, 1960. 15 pp. Superintendent of Documents. (VA Pamphlet 03-2) $.15.

Subtitled: "A practical guide to legibility" this pamphlet has suggestions and exercises to help one improve his handwriting.

Imaginary Line Handwriting. Book 1. R. M. Townsend. Steck-Vaughn. 1953. 64 pp. Workbook stresses correct manuscript writing and legibility.

Learning to Write. Henderson, Ellen C. and Henderson, Twila L. Holt, Rinehart and Winston, 1965.

Manuscript for Adults. Boone, Lalia and Twitty, Lalia.

Shows the six basic strokes used in manuscript writing.

Mott Basic Language Skills Program. Semi-programmed series. Book 1300. Left to right eye movement, letter discrimination, manuscript writing. Book 1301 - Cursive writing and consonant sounds.

Peek Thru Alphabets and Diagnostic Rules. Zaner-Bloser Company, 612 North Park Street, Columbus, Ohio 43715.

Celluloid transparencies allow the students to compare their letters with those of correctly made alphabets. Arrows, to show the direction of each stroke, and numbers to show succession of each stroke are printed on the transparencies. Starts with manuscript and proceeds to cursive. Grades 0-4.

What Readability Can do For You. Klare, George R. and Laubach, S. Syracuse, N. Y., New Readers Press, n. d. 15 pp. $.30.

A booklet written for those who wish to write, and to select books for new readers. Contains a list of books for writers.

Write It Down. Cass, Angelica. 1967. 96 pp. Noble and Noble.

Handwriting for adults starting with manuscript and progressing to cursive writing.

Workbook. Phonovisual Vowel. Phonovisual Products, Inc., Box 5625, Washington, D. C., 20016. $.60, 25 or more $.48 each.

A practice book to be used with the Phonovisual Vowel Chart. Its title is "Sound, Spell, Read."

The Magic World of Dr. Spello. Pub. Webster-McGraw Hill. Corrective spelling and reading workbook. Adult interest. Grades 4-9.

Writing for Adults: Cursive Writing. (Kittle's Writing for Adults, Cursive) Huntington, N. Y., Educational Developmental

Laboratories and American Book Company, 1965. 95 pp. Purchased from Howard and Smith, Detroit, MI $2.00.

Writing for Adults: Manuscript Writing. (Kittle's Writing for Adults, Manuscript) Huntington, N. Y., Educational Developmental. Laboratories and American Book Company, 1965. 95 pp. Purchased from Howard and Smith, Detroit, MI $2.00.

A workbook for adults learning manuscript writing. One of the Learning 100, Basic Adult Education System textbooks.

CHAPTER 4 - ENGLISH GRAMMAR AND LANGUAGE ACTIVITIES

A. PRIMARY

English 900, English Language Services, Inc. The Macmillan Company, 1964.

A series consisting of six paper bound textbooks and accompanying workbooks with tape recordings. The 900 basic sentences covered in the six workbooks with variations provide a basic vocabulary of English. Groups of sentences are organized around situations which form a teaching unit. Workbooks are branch programmed.

English Lessons for Adults. Varnado, Jewel and Gearing, Phillip J. 1966. Harcourt, Brace & World, Inc.

Book I - 124 pp.
Book II - 111 pp.

Worktexts designed to teach visual recognition of words and letter sounds, pronunciation and composition skills. Lessons are built around practical life situations. Grade level 1_3.

Getting Started: Communications I. Pub. Follet. 1965. Starts with the alphabet and with pictures of familiar objects. Teaches writing at the same time as reading. Utilizes a systematic applied linguistic approach to teach reading, writing, spelling, and basic English. Second Book in the series for grades 3-4, On The Way: Communications II.

Individualized English. Hook, J. N. and Dr. Evans, William. Set J. Follett.

Instructor's Book I - 171 pp.
Instructor's Book II - 152 pp.

A beginning program which uses a phonetic approach in reading and integrates reading, writing, spelling, English grammar, and arithmetic. Book I - grade levels 0-4.

Language Workbook: A Workbook in Simple Language Arts. Mitchell, Eva Cornelia and Murphy, Marion McCown. 1950. 83 pp. Croft Intended to accompany Readers 1-4, but could be used alone. Good practice in filling out forms.

Learning and Writing English. Robertson, M. S. 1964. 125 pp.

Emphasis is placed on troublesome verbs, capitals, punctuation, sentences, and other fundamentals. Softcover workbook format. Grade level 3. Communication Skills Pp. 20 Steck-Vaughn.

Working With Words. Putnam, Mildred. 1966. 96 pp.

This basic language skills worktext teaches adults reading and writing through phonic systems of sounds. The accompanying exercises, adult-oriented illustrations, and stories reinforce word learning. Grades 1-4. Steck-Vaughn.

B. INTERMEDIATE

English. Weinhold, Clyde E. 1962.

Basic course in language skills such as vocabulary and punctuation. Supplementary for reading. Grades 5-6. Holt, Rinehart Communication Skills. pp. 15.

Everyday English and Basic Word List. Cass, Angelica W. Noble & Noble 1960. 58 pp.

Contains a basic list of essential English words used most frequently. The lessons include related words grouped according to a central theme. All the sounds are presented in two pages of discussion. The life situations presented are good. Grades 4-6.

Full Speed Ahead: Communications III. Pub., Follet. 1965. Grades 5-6. The third book in a series that utilizes systematic applied linguistic approach to teach reading, writing, spelling, and basic English.

Guidebook to Better English. Pub. Educational Guidelines Co. Economy Co. 1967.

Level 1 - Vocabulary level grade 4 workbook
Level 2 - " " " 5 "
Level 3 - " " " 6 "

Individualized English. Hook, J. N. and Dr. Evans, William. Set J.

Instructor's Book I - 171 pp.
Instructor's Book II - 152 pp.

A beginning program which uses a phonetic approach in reading and integrates reading, writing, spelling, English grammar, and arithmetic.

Book II - grade levels 5-8.

I Want to Learn English. Smith, Harley A. and Wilbert, Ida Lee King. 1965. 112 pp.

Fundamentals of English, reading, and writing in softcover, workbook form. May be used to follow I Want to Read and Write. Grades 4-5. Communication Skills. Steck-Vaughn pp. 20.

Learning Your Language. Herber, Harold L. 1964. Follett.

Book I - Conflict and Courage. Grades 4-6.

Mott Basic Language Skills Program. Grades 4-6. Pub. Allied Education Council. Yellow Series - four semi-programmed workbooks that cover the normal reading skills taught in grade levels 4-6. The series include stories, skill lessons, good usage, word studies, and American Scenes.

A Refresher Course. Varnado, Jewel. English Essentials. 1964. 96 pp.

Grammar, capitalization, punctuation principles and exercises designed for those studying for the GED test. Softcover, workbook format. Grades 8-12.

Situational Reinforcement Orientation in American English I. Institute of Modern Languages, Inc. Washington, D. C. 1968. Three Books, Three Workbooks.

Write Your Own Letters. Rosenfeld, Jeannett B. and Cass, Angelica W. New York, Noble and Noble, 1964. 64 pp. $1.00.

A beginning book on letter writing. Gives simple examples of many types of social and business letters. Also has a section of filling out forms, such as checks and money orders.

C. ADVANCED

English for Adults. Wachner, Clarence W. 1964. Grades 7-8. Holt, Rinehart, and Winston, Inc.

The Golden Book on Writing. Lambuth, David and others. New York, Viking, 1963. 81 pp. $3.00.

A guide to all types of writing. Some of the topics covered are paragraphs, sentences, punctuation, letters, and business writing.

Guidebook to Better English. Published, Educational Guidelines Co. Economy Co. 1967. Level IV Vocabulary level -- Grades 7-8.

Individualized English. Hook, J. N. and Dr. Evans, William. Set J.

Programmed grammar and usage. Grades 7-9.

Instructor's Book I - 171 pp.
Instructor's Book II - 152 pp.

A beginning program which uses a phonetic approach in reading and integrates reading, writing, spelling, English, grammar, and arithmetic.

Living Your English. Colton, R. G., Dans, G. M. and Hansaw, E. A. Grades 7-8. Pub., D. C. Heath & Co.

This worktext links life experience with minimum essential of language expression. Grammar, spelling and punctuation are introduced as functional experiences, diagnostic and achievement tests are self-correcting. Although designed for adolescents, the format and illustrations are suitable for adults. Grades 7-8.

Mott Basic Language Skills Program. Pub., Allied Educational Council Series 900 -- grade level 7-9. 900 A and 900 B cover language skills needing reinforcement. Basic grammar needs are also covered. Includes stories, word studies, and American Scenes.

A Refresher Course. Varnado, Jewel. English Essentials. 1964. 96 pp.

Grammar, capitalization, punctuation principles and exercises designed for those studying for the GED test. Softcover, workbook format. Grades 8-12.

Plain English Handbook. Walsh, J. Martyn. Rev. ed. Wichita, Kansas, McCormick-Mathers Publishing Co., 1951. 143 pp. $.80, pa. $.28.

A handbook covering rules of grammar, composition, and diction. Plan English Workbooks, 1, 2, 3.

Success in Language. Tincher, Ethel: Ross, Frank: Reynolds, Shirley: and Simpkins, Edward. Follet

Unit 1 - Reflections. 48 pp.
Unit 2 - Lend An Ear. 74 pp.
Unit 3 - As a Matter of Fact. 44 pp.
Unit 4 - The Sound Around Us. 44 pp.

Unit 5 - Let's Talk It Over. 45 pp.
Unit 6 - Say It on Paper. 45 pp.
Unit 7 - What's Behind the Cover? 60 pp.
Unit 8 - The Job in Your Future.
Teacher's Guide. 80 pp.

The skills of listening, speaking, reading and writing have been broken up into units, each unit comprising a softcover book. The language used is that of teenage slang. Grade levels 6-9.

Turner-Livingston Communication Series. 1966. Turner, Richard.

The Language You Speak. 48 pp.
The Television You Watch. 48 pp.
The Letters You Write. 48 pp.
The Movies You See. 48 pp.
The Phone Calls You Make. 48 pp.
The Newspapers You Read. 48 pp.

The six books in the Turner-Livingston Communication Series are softcover worktexts designed to improve the various communication skills. Grade level 7-9.

When People Talk on the Telephone. Turner, Richard H. Book A. and B.
New York, Teacher's College, Columbia University, 1964. $.60. each.

These two booklets contain 14 telephone dialogues each. They cover many subjects and are written in an easy conversational style.

CHAPTER 5 - ENGLISH AS A SECOND LANGUAGE

A. ORAL COMMUNICATION, READING, AND GRAMMAR

American English Course. Instituto Mexicano Norteamericano de Relaciones Culturales, A.C., Hamburgo 115, Mexico 6, D.F., 1957-1967.

Book 1: English; Book 2: On The Way; Book 3: Getting Settled. Comprehensive Teachers' Guide -- Courses I-VIII.

Beginning American English. Mitchell, Elizabeth G. Englewood Cliffs, New Jersey, Prentice-Hall, Inc., 1957. 247 pp.

Self-help book. Conversational approach to English. Has pronunciation guides. Many pictures for use in naming objects. Clear print. Includes wordlist and pronunciation key at end. Grade level 0 plus.

Beginning English For Men and Women. Allasina, T. A. and McLeod, N. N. Seattle, Washington, Cascade Pacific Books, 5448 47th Avenue, S. W. Seattle, 1958. Part I - 107 pp. Part - 109 pp.

Designed for the foreign born. Part I discusses learning to speak English, learning about the U.S., shopping and going to church, all activities of Peter and Olga in this new land. Part II brings Peter and Olga to a factory, a bank, a restaurant, a baseball game, and discusses the process of becoming a citizen. Softcover, text-workbook.

Beginning Lessons In English. Fisher, Isobel and Dixon, R. J. New York, Regents, 1959. $1.25.

Blue Book Of English. Bayer, Mynette. New York, Regents, 1966. $1.00.

Blue Book Of English Verbs. Van Nieberg, Camilia. New York, Regents, 1965. $1.00.

Building English Sentences Series. Hall, Eugene. New York, Regents, 1968.

Building English Sentences With Be
Building English Sentences With One Verb
Building English Sentences With Two Verbs

Career Institute Course In Practical English. 10 v. Chicago, Career Institute, 1951.

A course of study in English, covering grammar, conversation, reading, writing and speaking. Each volume is a boxed set of pamphlets containing units of study.

Como Intenderse Mejor; Metodo Facil De Aprender Ingles. Beagle, Simon. New York, Department of Education, International Ladies' Garmet Workers' Union, n.d. 52 pp. $.25.

A series of 21 lessons in English for Spanish speaking adults. Includes vocabulary, drills, readings, and oral exercises.

Complete Course In English, Books 1 and 2. Dixson, Robert J. New York, Regents, 1955. $2.00 each volume.

This course is designed to teach English to the foreign-born. The main emphasis is placed on conversation and the vocabulary is the everyday vocabulary of the people of the United States today.

Curso Completo En Ingles, Libro I. Dixon, R. J. New York, Regents, 1955. $2.00.

Alternate Edition - Book 1 Part A - $1.05.
Book 1 Part B - $1.05.

Curso Practico De Pronunciation Del Ingles. Clarey and Dixson, Adapted by Julio Andujar. New York, Regents, 1967. $1.25; record set $8.95; tapes $21.00.

Direct English Conversation For Foreign Students: Books 1 and 2. Dixson, Robert J. rev. ed. New York, Latin American Institute Press, 1949. $1.25 each.

Book 1 provides material for the beginning and early-intermediate student and Book 2 provides material on the high-intermediate and advanced levels.

Easy Reading Selections In English. Dixon, R. J. New York, Regents, 1962. $1.25.

Illustrated, simplified versions of well-known stories by classic authors, includes drills in conversation. Questions after each section.

Elementary Reader In English. Dixon, R. J. New York, Regents, 1950. $1.25. Illustrated.

El Ingles En Accion. Dixon, R. J. New York, Regents, 1960. $.50. Illustrated.

English. Weinhold, Clyde E. New York, Holt, Rinehart and Winston, 1962. 154 pp. $1.68.

From the Adult Basic Education Series-Intermediate Series. Provides practice in the areas of sentence structure, vocabulary and oral English.

English As A Communication Skill. Bauer, Josephine. Madison, Wisconsin, United States Armed Forces Institute, 1963. 717 pp.

A clearly written text covering grammar, punctuation, and various types of writing, (letters, reports, etc.).

English As A Second Language; Books I, II, III, IV, V, VI. Reader's Digest. Pleasantville, New York, Reader's Digest Services, Inc., 1964. $.75 school price, $1.00 list price.

Basic vocabulary of the series is the 2,000 word list by Thorndike and Lorge. Stories and articles chosen to appeal to adults and young people. Books 1 and 2 for elementary level, 3 and 4 for intermediate, and 5 and six advanced. Contains glossary and tests.

English For Adults. Wachner, Clarence W. New York, Holt, Rinehart, and Winston, 1964. 243 pp. $2.48.

One of the Adult Basic Education Series. A text and exercises on the secondary school level to help the adult to improve his listening, speaking, reading and writing.

English In Action. Dixon, R. J. New York, Regents, 1960. Illustrated.

English 900. English Language Services, Inc. The Macmillan Company, 1964.

A series consisting of six paper bound textbooks and accompanying workbooks with tape recordings. The 900 basic sentences covered in the six workbooks variations provide a basic vocabulary of English. Groups of sentences are organized around situations which form a teaching unit. Workbooks are branch programmed.

English Step By Step With Pictures. Boggs, Ralph S., and Dixson, Robert J. New York, Latin American Institute Press, 1956. 207 pp. $1.50.

A text to aid the non-English speaking student to learn English quickly with the aid of pictures illustrating the vocabulary and simple exercises which provide an opportunity to practice essential English grammar for speaking and writing.

English Through Pictures. Richards, I. A. and Gibson, C. M. New York, Pocket Books, Inc., Affiliated Publishers, Inc., 1952. 286 pp.

Designed for the foreign born, pictures are associated with their vocabulary. For beginners, most useful English words are presented in simple sentence forms.

English: Your New Language, Book I. Bernardo, Leo U. and Pantell, Dora F. Morristown, New Jersey, Silver Burdett Company, 1966. 275 pp.

First book in a series of three. Uses audio-lingual approach for adults. Reading selections built around real life situations. Introductory statement to students in ten languages. Well illustrated. Includes a vocabulary index.

Escenas Cortas. Gessler, Elizabeth Filkins. Gessler Publishing Company, 1959.

Short skits in Spanish. No English translation. Supplementary classroom materials.

Essential Idioms In English. Dixon, R. J. New York, Regents, 1951. $1.25. Illustrated.

Essentials of English for Latin Americans. Rotunda, Dominic P. and others. Berkeley, California, The Gillick Press, 1945. 128 pp. $2.00.

Eighteen lessons for students who have some knowledge of English. Not for self-instruction, but to be used with the help of an instructor.

Everyday Dialogues In English. Dixon, R. J. New York, Regents, 1953. 166 pp. $1.25.

This is subtitled: "A practice book in advanced coversation with adequate drills and exercises," and is one of the English as a Foreign Language Series.

Everyday English and Basic Word List for Adults. Cass, A. W. New York, Noble and Noble, 1964. 58 pp. $1.20.

A list of essential words which adults will find useful in reading, writing, and conversing. Contains a basic vocabulary of words found to be most often used as well as additional words for enrichment. Grades 4-6.

Exercises In English Conversation. Dixon, R. J. New York, Regents, 1945. $1.25. Illustrated.

Family Life in the U.S.A. Alesi, Gladys E. and Pantell, Dora F. New York, Regents Publishing Company, 1962. 138 pp. $1.25.

An easy reader for adults, both the foreign-born and those just learning to read. Contains conversation, language exercises, pronunciation drills, and reading practice all built about topics of interest to adults.

First Book in American English. Alesi, Gladys and Pantell, D. F. New York, Oxford Book Company, 1962. 241 pp. $1.35.

Beginners workbook whose content is based on adult experiences. Useful with those foreign born who read and write in another language.

A First Workbook Of English. Richards and Gibson. New York, Washington Square Press, 1960. 133 pp. $.35 (paperback).

This is the first of two workbooks written to be used with English Through Pictures: Book 1, by the same authors.

From Words to Stories. Guyton, Mary L and Kielty, Margaret. New York, Noble and Noble Publishers, Inc., 1951. 83 pp.

A reader in simple English about everyday adult experiences. Large clear print and illustrations with adult appeal.

Graded Drill Exercises In Corrective English. Boylan, William A. 3v. New York, Noble and Noble, 1939-40. Teacher's edition with answer books. Bk. I, $.90; Bk. II, $.95; Bk. III, $1.00.

A series of exercises planned to help in the improvement of language habits starting with the beginner and proceeding to the more advanced student. Diagnostic tests are included.

Graded Exercises In English. Dixon, R. J. New York, Regents, 1959. $1.25.

The Great Americans. McGillivray and Echols, James R.

Although written for students of English as a second language, this book can be used to advantage with native Americans. Oral and written exercises and a short play for dramatization are presented with each of the ten units. Grades 4-8.

Handbook of American Idioms and Idiomatic Usage. Whiteford, Harold C. and Dixon, R. J. New York, Regents, 1953. $1.95.

Handful of Letters, Hall, Eugene. New York, Regents, 1968. $1.25. Illustrated.

Handy Book Of Commonly Used American Idioms. Wiener, S. New York, Regents, 1958. $.60.

How We Live. Cass, Angelica W. Noble and Noble, 1966. 152 pp.

Vocabulary is built by stories dealing with everyday adult situations. Available in soft and hardcover books. Good for those learning English as a second language, Grades 3-4.

Ingles En 20 Lecciones. Cortina, R. Diez de la. New York, R. D. Cortina Company, 1957. 374 pp. $2.95.

A text for teaching English to the Spanish speaking student.

Ingles En El Bolsillo. Blau, Bernard. Montclair, New Jersey, Institute for Language Study, 1959. 184 pp. $1.95. (Order from Garden City Books, Garden City, N.Y.)

A text for teaching English to the Spanish speaking student.

Introducing English - An Oral Pre - Reading Program for Spanish Primary Pupils. Lancanster, Louise. Houghton Mifflin Company, 1966.

Introduces step by step the most commonly used English language patterns and vocabulary. Some Spanish translations ease the transition to English. It uses a complete set of pictures to make the language meaningful. It can be adapted for teaching adults by omitting names of most of the toys.

Invitacion Al Ingles. Madrigal, Margarina and Meyer, Ursula. Latin American Institute Press, Inc., New York, 1965. 192 pp.

Simple method for introducing Spanish-speaking people to English.

I Want To Learn English. Smith, H. A. Austin, Texas, Steck-Vaughn, 1965. 112 pp. $.66.

Workbook to follow or accompany author's "Want To Read and Write". Content built around adult interests. Large type, good illustrations.

I Want To Read And Write. Smith, H. A. and Wilbert I. L. K. Austin, Texas, Steck-Vaughn Company, 1965. 128 pp.

Excellent workbook for beginners. Built around adult interests. A gradual growth in vocabulary and length of stories throughout. Well illustrated.

Las 2,000 Palabras Usada Con Mas Frecuencia En Ingles. Dixon, R. J. New York, Latin American Institute Press, 1956. 64 pp. $.35.

A list of the 2,000 most frequently used words in English with a pronunciation guide and Spanish translation.

Language Workbook. Mitchell, Eva Cornelia. New London, Connecticut, Arthur C. Croft, 1950. 77 pp. $.60.

One of the Home and Family Life Series. This workbook is planned to help the student to learn to use the various tools of communication. The first part is designed for the use of the adult who is completely illiterate, the latter sections for those who are more advanced.

Learning and Writing English. Robertson, M. S. rev. ed. Austin, Texas, Steck-Vaughn, 1964. 125 pp. $.66.

An English workbook for adults covering, among other topics, rules of grammar, letter writing and punctuation. Includes material usually taught in the third and fourth grades of school.

Learning the English Language. Richards, I. A. and Gibson, C. M. Houghton Mifflin Company. Books 1-3.

Textbook Workbook I - Grades 2-3. 1963. $.36.
Book 2 - Grades 2-3. 1943. $.36.
Workbook, Book 2 - Grades 2-3. 1949. $.42.
Book 3 - Grades 3-6. 1943. $.36.
Workbook, Book 3 - Grades 3-6. 1949. $.42.
Teacher's Guide for Learning the English Language

On oral-aural approach to learning English as a second language. Possible application for literacy training for native Americans if selective.

Learning To Use English. Finocchiaro, Mary. New York, Regents. $1.75. Teacher's Manual $2.50. Illustrated. Book I - 1966, Book 2 - 1968.

Let's Learn English. Wright, A. L. and McGillivray, J. H. New York, American Book Company, 1960. 336 pp.

A workbook with emphasis on oral practice and the spoken language, used with supervision and guidance. Includes an appendix of sample verb conjugations and a vocabulary section giving pronunciation. For beginners learning English as a second language.

Live and Learn. Cass, A. W. New York, Noble and Noble, 1962. 153 pp. $2.00.

Written to help the non-English speaking student to learn to speak, read, and write English for everyday use. Grades 4-6.

Manual de Modismos Americanos Mas Comunes. Wiener, S. New York, Regents, 1958. $.75.

A Microwave Course in English as a Second Language. (for Mexican-American Migrants). Lingoco.

Mi Primer Diccionario Illustrado De Ingles. Dixon, R. J. and Fox, H. New York, Regents, 1960. $.60. Illustrated.

Modern American English. Books 1, 2, 3, 4. Dixon, R. J. New York, Regents, 1962. $1.50. Accompanying tapes $60.00.

Oral Pattern Drills in Fundamental English. Dixon, R. J. New York, Regents, 1963. $1.00; tapes $60.00.

The Practical Education Series. Goble, Dorothy. California Migrant Ministry.

The Lopez Family. 1964. 57 pp.; Driver Education I and II (California Laws); Good Health for You and Your Baby. 1964. 46pp.; Homemaking Handbook; How To Be a Citizen of the United States. 1964. 30 pp. How To Get a Job; Read to Learn. 1964. 65 pp.; You and Your Money. 1964. 60 pp.
These are readers written especially for migrant workers of California. The first of this series, The Lopez Family, is the story of a Spanish-speaking migrant family. The other readers deal with practical problems which any rural or migrant family might encounter.

Practice Exercises in Everyday English. Dixon, R. J. New York, Regents, 1957. $1.75.

Practice Exercises In Everyday English For Advanced Foreign Students. New York, Regents, 1957. Dixon, R. J. 208 pp. $1.75.

The author recommends this book for students who have had a year or two, or even more of previous study. This is a drill book containing 38 lessons and exercises.

Pronunciation Exercises In English. Clarey, M. Elizabeth and Dixson, Robert J. New York, Regents, 1963. 142 pp. $1.25. Record set $8.95; Tapes $21.50.

This is one of the English as a Foreign Language Series. The subtitle states: "Including drills for the correction of faulty accent and intonation."

Reader's Digest Readings. Pleasantville, New York, Reader's Digest Services, Inc., Educational Division, 1964.

Book 1 - 144 pp.	Designed for those who know the 500 most-used words. Grade 5.
Book 2 - 144 pp.	500 most-used words. Grade 5.
Book 3 - 144 pp.	1,000 most-used words. Grade 6.
Book 4 - 144 pp.	1,000 most-used words. Grade 6.
Book 5 - 144 pp.	2,000 most-used words. Grades 7-8.
Book 6 - 144 pp.	2,000 most-used words. Grades 7-8.

Although designed for those learning English as a second language, the selections are suitable for anyone improving reading ability. Comprehension exercises.

Regents' English Workbook 1 and 2. Dixon, R. J. New York, Regents, 1956. $1.25.

Resumen Practico De La Gramatica Inglesa. Dixon, R. J. and Andujar, Julio, I. New York, Regents, 1967. $.85.

Second Book In American English. Alesi, Gladys E., and Pantell, Dora F. New York, Oxford Book Company, 1964. 395 pp. $1.35.

This volume provides practice for those students who have mastered the basic vocabulary and structure of the first book in American English by the same authors.

Selections for Developing English Language Skills. Finocchiaro, M. and Lavenda, V. New York, Regents, 1966. $1.25.

Signs of Life. Hall, Eugene. New York, Regents, 1967. $1.25.

Sounds and Syllables. Hall, Eugene. New York, Regents, 1967. $1.25.

Spaghetti for Breakfast. Joslin, Sesyle and Barry, Katherine. New York, Harcourt, Brace and World, Inc., 1965.

Delightfully humorous English-Italian phrase book for the young at heart. Charming illustrations. Especially useful for Italians learning English.

Talking It Over. Adair, J. B. and Curry, R. L. Follett Publishing Company, 1966. 24 pp. Accompanying Instructor's Book, 24 pp.

A reading readiness program designed for the undereducated adult, but especially good for those learning English as a second language. Using pictures as a basis for discussion, it is designed to enrich the student's listening and speaking vocabulary and skills, and to aid in the pronunciation of troublesome sounds. Troublesome sounds for Spanish-speaking, German-speaking, and Italian-speaking are discussed.

Technical Reader In English For Spanish. Hirschhorn, H. New York, Regents, 1968. $1.75.

Tests and Drills In English Grammar. rev. ed. Dixon, R. J. New York, Regents, 1957. 191 pp. $1.50.

Tests and drills for the foreign born who are learning the English language.

Thirty Days to Better English. Lewis, Norman. Garden City, New York, Doubleday, 1965. 200 pp. $3.95.

A self-help book with exercises to aid in improving one's pronunciation, vocabulary, spelling and grammar.

Welcome Amigo. Finocchiaro, Mary and Huebener, Theodore. Noble and Noble, 1964. 64 pp.

A beginning book for newcomers to this country. There are photographs to be used as a basis for discussion. Greetings, time and basic subjects are discussed. Softcover, text-workbook format.

Welcome To English Series. Lismore, Thomas. New York, Regents. Illustrated.

Book 1 - 1963 - $1.15; Book 2 - 1963 - $1.15; Book 3 - 1964 - $1.35; Book 4 - 1967 - $1.50.

B. CITIZENSHIP MATERIAL

The American Citizens Handbook. Morgan, Joy Elmer, ed. Washington, D. C., Senior Citizens of America, 1129 Vermont Avenue, N.W., 1960. 608 pp. $5.00.

A compilation of many writings of interest to the citizens, including fundamentals of citizenship, material on the United Nations, and sections of familiar poems.

Becoming A Citizen Series. U.S. Department of Justice. Washington, D. C., U. S. Government Printing Office.

Three workbooks. Extremely large clear print. Illustrated.

Citizens' Reference Book. Morriss, Elizabeth. Chapel Hill, University of North Carolina Press, 1936. 2 v. $1.00 each.

A testbook for adult beginners. Covers the basic skills.

The Day Family: Book 2. U.S. Immigration and Naturalization Service. U.S. Government Printing Office, 1943. 31 pp. Superintendent of Documents. $.20.

A reader for candidates for citizenship. It is prepared for those adults who are beginners in the English language.

The Gardners Become Citizens: Book 2. U.S. Government Printing Office, 1943. 33 pp. Superintendent of Documents. $.20.

A citizenship reader for candidates for citizenship. This title is prepared at two levels of reading ability with the same story and lesson arrangement in each book. Information on how to become a citizen is given in the form of a story.

Good Manners In The United States. Simonson, Bengt and Roe, Earl. Syracuse, New York, New Readers Press, 1961. 24 pp. $.30.

Written to explain American customs to those from another country. Illustrated.

How To Be A Citizen Of The United States. Goble, Dorothy. California Migrant Ministry, 1964. 30 pp.

How To Become A United States Citizen. Cass, A. W. New York, Noble and Noble, 1963. 74 pp. $1.50.

This book gives the information needed to apply for naturalization, the things one needs to know to become a United States citizen, and helps the foreign born to improve his use of the English language.

A Home Study Course In English and Government for Candidates for Naturalization. Washington, D.C., U.S. Government Printing Office, 1963. May be obtained from the Superintendent of Document.

A home study course for the candidate for citizenship who has little skill in reading. Consists of three sections of two pamphlets each, one for the student, one for the helper: I, English and home and community life; II, English and Federal Government; III, English and State Government.

Know Your State. League of Women Voters of Michigan. Detroit, Michigan, The League, 1957. 88 pp. $.25.

A wide variety of information on Michigan and its government. The League of Women Voters of each state publishes a similar pamphlet with the same title.

My Country. rev. ed. Smith, Edwin H., and Lutz, Florence Rader. Austin, Texas, Steck-Vaughn, 1964. 96 pp. $.64.

A reader and workbook for the beginning reader based on information about the United States and its government.

Our Constitution and Government. Simplified edition, prepared by Hervey, John G. Washington D.C., U.S. Department of Justice, Immigration and Naturalization Service, 1965. (Federal Textbook on Citizenship) 228 pp. Superintendent of Documents $1.25.

This edition was prepared for naturalization candidates of limited reading ability.

Questions and Answers on American Citizenship. Wiener, S. New York, Regents, 1965. Paperback $.75. Illustrated.

Resource Materials In Civic Education for Adult Elementary Classes. New York (City) Board of Education. Curriculum Bulletin, No. 7. New York, New York, The Board, 1958. 146 pp. $.50.

Resource materials and activities to supplement the elementary English citizenship program.

Rights of the People. U.S. Department of Justice.

Book 1 - Form M14 - grades 1-3, 16 pp.; Book 2 - Form M15 - grades 4-6; Book 3 - Form M20 - grades 7-8; Teachers' Edition 28 pp.

Trouble and the Police. Titus, Nicholas. Syracuse, New York, New Readers Press, 1959. 23 pp. $.30.

Written in simple conversational form to explain police functions and some legal terms.

We Americans. Pantell, Dora F. New York, Oxford Book Company, 1957. 279 pp. $1.75.

Written for adults to explain American government. Contains information on how to become a citizen of the United States and sample citizenship examination questions and answers.

Welcome Amigo. Finocchiaro, Mary and Huebener, Theodore. Noble and Noble, 1964. 64 pp.

A beginning book for newcomers to this country. There are photographs to be used as a basis for discussion. Greetings, time and basic subjects are discussed. Softcover, text-workbook format.

You and The Law. Crabtree, Arthur P. New York, Holt, Rinehart and Winston, 1964. 250 pp. $1.98.

Written for the layman. Explains the importance of the law in the everyday life of everyone and discusses in simple terms many legal matters of general interest.

C. METHODS AND TECHNIQUES FOR TEACHERS

Beginning American English: A Conversational Approach To The Study Of English. Mitchell, Elizabeth Gillilan. Prentice-Hall, 1965. 247 pp. $3.76.

A textbook for teaching English as a foreign language.

English As A Second Language: From Theory to Practice. Finocchiaro. New York, Regents, 1964. $1.95. Illustrated.

An Individualized Usage Manual. Beissel, George R. Ann Arbor, Michigan, Beissel English Services, 2531 Esch Avenue, 48104; 1965. 120 pp.

May be used to provide an individualized study program. Diagnostic tests are included to show areas where student needs more practice. May also be used as a reference book in language usage.

Language Within Language: Immediacy, A Channel in Verbal Communications. Weiner, Morton. Appleton-Century-Crofts, 1968.

Languages and psychology, communication and verbal behavior.

The Mother Tongue. Hogben, Lancelot. New York, W.W. Norton, 1964. 294 pp. $7.50.

A study of linguistics with a new approach to studying languages. A quiz section follows each chapter.

Practical Guide To The Teaching of English As A Second Language. Dixon, R. J. New York, Regents, 1960. $1.00.

A Survey of the Teaching of English to Non-English Speakers in the United States. Allen, H. B. Final Report, National Council of Teachers of English, Champaign, Illinois, USOE, Washington, D.C., 1966.

Teaching English as a New Language to Adults. New York (City) Board of Education. New York, The Board, 1964. 180 pp. $1.50.

Written for the teacher, explaining methods, and listing materials useful in teaching English to the foreign born.

Teaching English As A Second Language. Finocchiaro, Mary. Harper and Row, 1969.

English language study and teaching foreign student.

Teaching Foreign Languages. Grittner, Frank. Harper and Row, 1968.

Languages, modern study, and teaching in the United States.

CHAPTER 6 - COMPUTATION SKILLS

A. TRADITIONAL ARITHMETIC

Adult Adventures in Arithmetic. Upton, Clifford B. American Book Company, 1965.

Mathematics AA -	128 pp.
Mathematics BA -	128 pp.
Mathematics CA -	128 pp.
Mathematics DA -	128 pp.
Mathematics EA -	128 pp.

A beginning Series of books that start with addition and subtraction and continue through decimals and fractions. Grades 0-6.

Addition of Life Fractions. Dippold. Graflex, Inc. Grades 4-6.

Arithmetic. Brice, Edward W. Holt, 1963. 238 pp.

An adult-oriented softcovered book that includes arithmetic from the reading and writing of numbers to computations with fractions and decimals. Includes activities with numbers such as using a telephone, reading a calendar, counting money. Answers in back of book. Although reading level is 5th grade, the arithmetic problems are applicable for grades 1-6. For poor readers assistance with reading instructions might make the book usable.

Arithmetic. Brice, Edward W. Holt, Rinehart, and Winston, 1963. 330 pp. Paperbound $2.48.

A volume of the adult basic education series. May be used in a class or for study at home. Presents the basic ideas and processes of arithmetic.

Arithmetic Facts Practice. Graflex, Inc. Grades 2-5.

Arithmetic for Everyday Life. Parts 1-8. Superintendent of Documents, Washington D. C.

Basic Essentials of Mathematics. Shea, James T. 1965. Part I--96 pp. Part II--96 pp. Steck-Vaughn.

Part I treats whole numbers, fractions and decimals.
Part II treats percent, measurements, simple equations, ratios, and proportions. Mastery tests are included. Traditional approach to mathematics.

Blue Book of Arithmetic, The. Dublin, Lewis. Regents, 1963. Illustrated $1.00.

Cambridge Adult Basic Education Series. Arithmetic Books 1, 2, 3, 4. Books are abundantly illustrated adult references.

Collier Quick and Easy Guide to Arithmetic, The. New York, Collier Books, 1962. 123 pp. $1.50.

A self-instruction book covering the various aspects of arithmetic, including counting, fractions and decimals, measurement, graphs, interest and the use of the slide rule.

Contemporary Mathematics. Six titles introduce the new math to those of junior high school reading ability. California Test Bureau.

Sets and Set Symbols.
Basis I.
Basis II.
Properties of Whole Numbers I: Addition and Subtraction.
Properties of Whole Numbers II: Multiplication and Division.
Modular Arithmetic.

Directed Practice in Arithmetic. Schmidt, Margaret Scherer, and Murdoch, Florence. Benton Harbor, Michigan, Educational Services, Inc. 1964. $3.00.

A program which allows for individual differences in the students. Four volumes: common fractions, decimal fractions, number meanings, percentages, and whole numbers.

Everyday Arithmetic. Johnson, Franklin J. Bronxville, N. Y., Self-Taught Publications, 1962. 171 pp.; 15 pp.answer key.

A self-instruction book in basic arithmetic. Includes self-testing quizzes and answers.

Figure It Out. Wallace, Mary C. Follett Publishing Company, 1965.

Book I, Grade levels 0-4, deals with the four arithmetic functions, measurement and averages problem solving. Book II, Grade levels 5-8, deals with fractions, decimals and percentages. Instructor's Books I and II.

Foundation Mathematics. Barton, G. C. and Osborn, Jesse. McGraw-Hill, Webster Division. $1.72.

A refresher type workbook providing exercises in the simplest addition through to graphs and graphs and measuring. Simple formulas. 1-8 grades.

Fundamental Mathematics. Mallory, Virgil S. and Skeen, Kenneth C. Prentice-Hall, 1960.

Fundamental Mathematics for Adults. Grossnickle, Foster E. 1964, Holt, Rinehart, and Winston. 138 pp.

An adult-oriented text for students ready to proceed beyond basic processes. Reviews fractions, decimals and percent and introduces informal geometry and beginning algebra. Grade levels 8 and up.

Fundamentals, Arithmetic. California Test Bureau

Going Places With Mathematics. Peters, M. Prentice-Hall Publishing Company, 1962.

Guidebook to Mathematics. Laughlin, Blanche. Pub. Educational Guidelines (Economy Co.), 1967. Paperback.

Reviews simple elements of the basic processes, proceeds to fractions, decimals, percent, measurements, graphs and fundamentals of geometry. Closes with mathematics of everyday life--in figuring interest, making a budget, and using a bank account.

Helping your Child with Arithmetic. Dolch, Edward W. Champaign, Illinois, Garrard Publishing Company, 1957. 36 pp. $.25.

Suggestions for helping a student understand arithmetic. Written for the parent, but useful for others.

Learning About Fractions. Thompson. Graflex, Inc.

Learning to Compute. Schorling, Raleigh; Clark, John R.; Potter, Mary H.; and Deady, Carroll E. Harcourt, Brace and World, Inc., 1940. Books I and II.

Lennes Essentials of Arithmetic. Books 3-8. Pupil's Activity Textbook, Laidlaw Brothers. 1964.

Lessons for Self-Instruction in Basic Skills. Brueckner, Leo. California Test Bureau, 1964.

Manual of Instructions for Workbook in Arithmetic. Griffin, Ella Washington. New London, Connecticut, Arthur C. Croft, 1950. 28 pp.

Designed to help the instructor who is using Workbook in Arithmetic by Bright and Mitchell. One of the Home and Family Life Series.

Modern Mathematics for Achievement. Herrick, Marion Cliffe. Houghton-Miflin, New York, 1966.

This series of eight soft cover worktexts was written especially for high school students and adults. Uses "new Math" approach in attractive, easy-to-read form. Could be self-teaching if answer sheets were provided. Grade level 3 and up in reading level. Fundamental processes start at grade level 1.

Book 1--The Set of Whole Numbers. 46 pp.
Book 2--Combining Whole Numbers. 46 pp.
Book 3--Number Relationships. 46 pp.
Book 4--Understanding Subtraction. 46 pp.
Book 5--Properties of Multiplication. 46 pp.
Book 6--Division. 46 pp.
Book 7--The Set of Positive Rational Numbers. 46 pp.
Book 8--Applying Number Ideas. 46 pp.

Modern Practice Book in Arithmetic, The: Book I. Alves, H. F. and others. Austin, Texas, The Steck Company, 1953. 96 pp. $.45.

A beginning workbook in arithmetic, covering numbers, counting, and an introduction to addition and subtraction.

Multiplication From 2 to 10. Beecher. Rochester, New York, Graflex, Inc. Grade Levels 3-5.

New Modern Skill Text. 5th Grade Up. Charles E. Merrill Books, Inc. 1966.

Programmed Math for Adults. Sullivan, M. W. McGraw-Hill Book Company, 1965-66.

A linear programmed series of text-workbooks that are completely self-pacing and designed for adults. Language deficiencies are no handicap. Vocabulary is minimal and simple. The student starts at his present level. The Teaching Skills Books:

Book 1--Basic Addition. 96 pp.
Book 2--Advanced Addition. 96 pp.
Book 3--Subtraction. 96 pp.
Book 4--Multiplication. 96 pp.
Book 5--Division. 96 pp.
Book 6--Fractions. 96 pp.
Book 7--Decimals. 96 pp.
Book 8--Measurements. 96 pp.
Book 9--Consumer Math. 96 pp.
Book 10--Personal Math. 96 pp.

Work Problem Books--Each book contains adult-oriented applications of the concepts contained in the corresponding Teaching Skills Books.

Problem Book 1--Basic Addition.
Problem Book 2--Advanced Addition.
Problem Book 3--Subtraction.
Problem Book 4--Multiplication.
Problem Book 5--Division.
Problem Book 6--Fractions.
Problem Book 7--Decimals.

Problem-Solving: Adding and Subtracting Whole Numbers. King. Boston, Ginn and Company. This program is on the elementary level.

Self-Teaching Arithmetic. Studebaker, John W. and Gordon. Third Book and Teacher's Guide. New York, Scholastic Book Services, 1964. 72 pp. $4.95.

A book designed to let the student learn at his own speed. Contains self-study, self-testing, and self-checking features.

Systems for Success. Henney, R. Lee. Chicago, Follett Publishing Company.

Mathematics is interspersed with reading and English instruction. Book I has 24 lessons dealing with the four fundamental processes--Book II has 17 lessons dealing with fractions, decimals, percents, measurement and graphs.

Teaching Arithmetic to Slow Learners and Retarded. Feingold, Abraham. New York, John Day, 1965. 127 pp. $5.95.

This book is in the form of a suggested "script" for the teachers. Stresses an approach through sensation rather than sight because vision is sometimes faulty in the retarded.

Time Telling. Kuehne, Elizabeth. New York, Graflex, Inc.

This book has a simple attractive format, includes a time wheel.

Trouble Shooting Mathematics Skills. Bernstein, Allen; Wells, David W. Holt, Rinehart, and Winston.

Reviews basic concepts and skills of elementary arithmetic and elementary problem solving plus math at work--checking accounts, overtime pay, installment buying, budgets, insurance. etc.

Your Mathematics. Hawkins, George E.; and Tate, Gladys. Chicago, Scott, Foresman, 1953. 592 pp. $2.60.

A textbook covering percentage, formula, measurements, equations, and the mathematics of business and finance.

Whole Numbers and Numerals. Smith, James A. Wilmette, Illinois, Encyclopedia Britannica Film, Inc. 1962. Series of 6 books.

Workbook in Arithmetic. Bright, Emma Lewis; and Mitchell, E. C. New London, Connecticut, Arthur C. Croft, 1949. 66 pp.

A workbook in beginning arithmetic for the adult student. One of the Home and Family Life Series.

Working with Numbers. Books 3, 4, 5, 6, 7, and 8. Austin, Texas, Steck-Vaughn, 1957. $.66.

A series of workbooks in arithmetic which are useful for self-instruction. A mastery test is included with each volume.

B. MODERN MATH

Arithmetic With Sets. Banghart, Frank W. New York, Noble and Noble, 1963. 506 pp. $5.88.

One of a series of programmed arithmetics, this is for grade 4. It is self-contained and the pupil can proceed at his own rate of speed. Designed to be used for enrichment as well as remedial work.

Learning New Skills in Arithmetic. Ditto Master. California, Continental Press.

Very useful drills on specific areas of difficulty, considering the easy level, the drills are surprisingly adult. Modern math approach.

Modern Mathematics: A Programmed Textbook. Eigen, Lewis D., and others. Course I, 10 Booklets. Chicago, Science Research Associates, 1961.

Course I is a text in high school algebra. This is, in the language of automated teaching, a "linear program".

Parent's Guide to the New Mathematics, A. Sharp, Evelyn. New York, Dutton, 1964. 180 pp. $4.95.

A clearly written explanation of the "new math".

C. CONSUMER AND PRACTICAL MATH

Arithmetic in Life and Work. Laslex, Sidney V., and Mudd, Myrtle F. Englewood Cliffs, New Jersey, Prentice-Hall Inc., 1958.

Arithmetic That We Need. Mooney, Thomas J. Richards Publisher, New York 1966. 69 pp.

A soft cover work text dealing with measurements, money, percent, time, temperature and salary deductions. Grade level 5 and up.

Basic Math (Shop). Brown, Walter C. Goodheart-Willcox Co. Homewood, Illinois, 1968. 5th and 6th grade levels. Write-in Text.

Blue Book of Business Arithmetic, The. Dublin, Lewis. New York, Regents Publishing Company, 1961.

Consumer Mathematics Series. Palo Alto, California, Behavioral Research Laboratories.

Book 1--Vocational Opportunities.
Book 2--The Pay Check.
Book 3--The Household Budget.
Book 4--The Wise Buyer.
Book 5--Income Tax.
Book 6--Insurance.
Book 7--Investments.

Self-pacing programmed material. Grade levels 5-8.

Getting Ready for Pay Day Series. Hudson, Margaret W. and Weaver, Ann A. Richards Publisher, New York, 1966.

Part I--Checking Accounts. 36 pp. Part II--Savings Accounts. 31 pp.
Part III--Planning Ahead. 29 pp.

A reading text accompanies practices in making out checks, keeping a balance, budgeting, and other adult spending problems. May be used as work texts or as a source of consumer math for the teacher. Of interest to all grade levels. Reading level--3 plus.

Getting Along Series of Skill Workbooks, The. Volume 4--Money in the Pocket. Mooney, Thomas J. Richards Publisher, New York, 1965. 62 pp.

Arithmetic problems are correlated with concepts of time, salaries, deductions and cost.

Get Your Money's Worth. Toyer, Aurella. New York, Holt, Rinehart and Winston, 1965. 202 pp. $2.48.

One of the books published in the Holt Adult Education Program, First Series--Basic. Planned for the zero through fourth grade level. This book, written as the story of a family, tells how best to manage one's money.

How To Be A Wise Consumer. Cass, A. W. New York, Oxford Book Company, 1959. 174 pp. $1.65.

For the intermediate reader. This book contains much helpful information on buying such articles as food, clothing, household appliances, and furniture.

Let's Go To A Supermarket. Goodspeed, J. M. New York, Putman, 1958.
45 pp. $1.97 (Library binding).

A book for the beginning reader explaining the many aspects of a supermarket.

Money Makes Sense. Kahn, Charles H. and Hanna, J. Bradley. Fearon Publishers, Palo Alto, California, 1960. 140 pp.

A soft cover work text that is very elementary. It starts with coin values, addition in coins, and has simple problems in making change. Reading grade level 2 and up.

Money Management Library. Household Finance Corporation. Chicago, Money Mangement Institute, 12 pamphlets, 1962. $1.00

The titles covered in this series are: your budget, children's spending, for young moderns, your food dollar, your clothing dollar, your shelter dollar, your home furnishings dollar, your equipment dollar, your shopping dollar, your automobile dollar, your health and recreation dollar, and your savings and investment dollar.

Number and Money. Mott Basic Language Skills Program. Allied Education Council, Chicago, Illinois.

Problems are based on newspaper advertisements.

Shop Mathematics at Work. Walton and Rogers. Morristown, New Jersey Silver Burdett Company. 6th grade and above.

Useful Arithmetic. Bohn, Raymond J. and Wool, John D. Richards Publisher, New York, 1965. 63 pp. Book II--80pp.

Problems are presented dealing with grocery bills, buying household goods, buying clothes, electric bills, restaurant checks and practical everyday problems. The methods of working these problems are not presented; the fundamental processes are left to our sources. Of interest to all grade levels from 3rd grade plus.

Using Dollars and Sense. Kahn, Charles H., and Hanna, J. Bradley. Palo Alto, California, Fearon Publishers, 1963. 127 pp.

A soft cover work text that is at a more advanced level than Money Makes Sense by the same publisher. Reviews addition and subtraction and introduces multiplication and division. Consumer subjects such as: buying, figuring salaries, saving for a car, a family budget, and savings and checking accounts. Reading grade 3 and up.

Why You Need Insurance. Gillespie, George. Syracuse, New York, New Readers Press, 1959. 24 pp. $.30.

Explains in simple terms the types of insurance and defines insurance terms.

Workbook for Business Math. 6th Grade. New York, McGraw-Hill, Gregg Publishing, 1958, Revised 1962.

CHAPTER 7 - SCIENCE

Arrow Book of Tricks and Projects. Klein, Lenore. New York, Scholastic Book Services, 1960. 64 pp. $.35.

A simply written, illustrated paperback book of number and pencil games, tricks, and the making and use of hand puppets.

Arrow Book of Project Fun. Klein, Lenore. New York, Scholastic Book Services, 1965. 64 pp. $.35.

Simply written book of tricks, puzzles, and games.

Basic Science For Living. Varnado, Jewel. Books 1 and 2. Austin, Texas. Steck-Vaughn, 1965. $.66 each.

Worktexts covering the basic facts found in the usual general science course. Book 1 covers the earth science and life science, and Book 2 covers physical science. The books are planned to aid in reading comprehension and vocabulary building as well as to teach basic science.

Earth and Space. Harbeck, Richard M. and Johnson, Lloyd K. New York, Holt, Rinehart and Winston, 1965. 269 pp. $2.48.

One of the Holt Adult Education Program Advanced Series books written for the mature student on the pre-high school level. Includes material on the earth, the solar system, and space travel and exploration.

Fun With Next to Nothing. Arnold, Wesley F. and Cardy, Wayne C. New York, Scholastic Book Services, 1962. 80 pp. $.45.

Directions for making handicraft items from inexpensive materials or items usually discarded.

Introduction to Geography. Israel, Saul, New York, Holt, Rinehart and Winston, 1964. 420 pp. $2.68.

One of the Adult Basic Education Series. This text on geography is prepared at the elementary school level.

Life in the Americas. George W. Hoffman. Teacher's edition, rev. Austin, Texas. Steck-Vaughn, 1965, 144 pp. Workbook, 30 pp. Teacher's Section, 16 pp. Test Section $.69.

A geography worktext covering land, water, climate, and ways of life in North and South America. Written on the fifth grade level.

Life in Different Lands. Hoffman, George W. and others. Teacher's edition. rev. Austin, Texas. Steck-Vaughn, 1965. illp. Workbook 27 pp. Teacher's Section, 16 pp. Test Section. $.63.

A geography worktext describing lives of people in different geographic regions. Written on the fourth grade level.

Life in Lands Overseas. Hoffman, George W. Teacher's edition Rev. Austin, Texas. Steck-Vaughn, 1965. 164 pp. Workbook, 32 pp. Teacher's Section, 16 pp. Test Section. $.69.

A geography worktext covering the weather, resources, and way of life in Europe, Asia, and Africa. Written on the sixth grade level.

Life Near and Far. Hoffman, George W. Teacher's edition. Rev. Austin, Texas. Steck-Vaughn, 1965, 96 pp. Workbook, 22 pp. Teacher's Section 8 pp. Test Section. $.63.

A geography worktext covering several basic principles of geography, such as weather, soil, and directions. Written on the third grade level.

Looking at Man's Past. Stilwell, Hart. Austin, Texas. The Steck Co., 1965. 48 pp.

A story of man's development written for the reader on the upper elementary grade level. Well illustrated.

Making Things is Fun: Handcraft Series. Boehmer, Susan E. and Groneman, Chris H. Book 1. Austin, Texas. Steck Company, 1945. 96 pp. $.51.

Workbook for a number of simple handicraft projects using cardboard, clay, wood, and paper-mache. Illustrates and explains the use of the tools required.

A Manual of Simple Nursing Procedures. Leake, Mary J. 3rd ed. Philadelphia, W. B. Saunders Co., 1961. 131 pp. $2.25.

Simply written, detailed procedures for training nursing assistants. Also useful for those doing home nursing.

The New Road to Health Series. Byrd, Oliver E. and others. River. Forest, Illinois, Laidlaw Brothers, 1963.

A well-illustrated series of elementary textbooks on health. Titles include: First steps to health; Learning about health, habits for health; and growing in health.

Our National Parks at a Glance. Heath, Monroe. Redwood City, Calif., Pacific Coast Pub., 1959. (The Great American Series) 32 pp. $2.00.

Photographs and descriptions of our national parks.

Our World is Small. Powell, Walter. with a speical message from Dr. Frank C. Laubach. Syracuse, N. Y., New Reader's Press, 1964. unp. $.40.

Photographs with brief captions of people and lands all over the world.

Physical Science. Harbeck, Richard M. and Johnson, Lloyd K. New York, Holt, Rinehart & Winston, 1965. 295 pp. $2.48.

A book on physical science, primarily in the fields of chemistry and physics. One of the Holt Adult Education Program Advanced Series, written on the pre-high school level for mature students.

Principles of Geography for Adults. Fairchild, Johnson E. New York, Holt, Rinehart and Winston, Inc., 1964. 222 pp. A section of maps of the world is also included. $1.96.

One of the Adult Basic Education series (Advanced Series Pre-High School). A clearly written text covering the field of geography. Contains a glossary and maps.

Science. Pomeroy, John H. New York, Holt, Rinehart and Winston, 1964. (Adult Basic Education Series) 326 pp. $2.48.

A survey of science written in simple language. The book is designed for study on the late elementary school level.

Science 8 with Health and Safety. Diocesan Science Committees. River. Forest, Ill., Laidlaw Brothers, 1961. 176 pp.

A paperback science textbook especially stressing conservation, safety, and health measures.

Science Readers. Reader's Digest. 4v. Pleasantville, N. Y., Reader's Digest Services, 1964. $1.00 each ($.75 each for schools).

These work-type readers are based on articles on science from the Reader's Digest. The series covers the reading levels of Grades 3 through 6. Readers are not numbered but are named green book, orange book, blue book and red book.

The Wonderful Human Machine. American Medical Association, Chicago, The Association, 1961. 56 pp. $1.00

Well-illustrated book about the anatomy and physiology of the human body.

CHAPTER 8 - SOCIAL STUDIES

A. VOCATIONAL EDUCATION AND JOB ORIENTATION

ABC's Of Hand Tools: Their Correct Usage and Care. General Motors Corporation. Detroit, Michigan, General Motors Corporation, 1945. 47 pp. Free.

A detailed, illustrated book of instruction on the care and usage of all types of hand tools.

Auto Dynamics and What They Mean To You. Stone, Alfred R. Austin, Texas, Steck-Vaughn, 1965. 80 pp. $.60.

A workbook explaining the forces which cause automobile accidents and the damage and injuries accompanying them. Each force illustrated and each explanatory sentence is followed by a question for the student to answer.

Automobile Mechanics for Vocational High Schools. New York (City) Board of Education. New York, The Board, 1949. 187 pp. $.75.

A syllabus for teaching automobile mechanics. Covers the course of instruction, shop management, safety instructions, methods of instruction and occupational information.

Buying and Caring For Your Car. Hughes, Kathryne Sheehan. Lawrence, Kansas, Haskell Institute, 1966. 78 pp.

Pamphlet discusses financing and taking care of your car.

Call Them Heroes. Books 1, 2, 3, 4. Silver Burdett Company.

Stories about successful lives and success in careers. Grade level 5-6.

Carpentry Handbook. Rhodes, Joy. U.S. Department of the Interior, 1953. Grade levels 4-6.

The Correct Maid for Hotels and Motels. Pfeiffer, William B. New York, Hayden Book Company, 1965. 64 pp. $1.40.

Clearly written, detailed instructions covering the duties of a hotel or motel maid.

The Correct Waitress. Dietz, Susan M. New York, Ahrens Book Company, 1952. 58 pp. $1.25.

Complete instructions on the duties of a waitress together with a discussion of the reasons for the fundamentals of good service.

Educational and Vocational Goals of Rural Youth In North Carolina. North Carolina, Agricultural Experiment Station. Raleigh, North Carolina, Agricultural Experiment Station, 1965. 40 pp. Free.

Statewide study of attitudes and plans of rural youth in North Carolina in the fields of education and vocations.

Evaluating and Developing Vocational Potential of Institutionalized Retarded Adolescents. Parnicky, Joseph J., ed. Bordentown, New Jersey, Edward R. Johnston, Training and Research Center, 1963. 191 pp.

Report on a project which studied methods of evaluating the vocational potential of the retarded adolescent, and considered methods of training which would help him to find employment outside the walls of an institution.

Exploring The Industries. Groneman, Chris H. Austin, Texas, Steck Co., 1953. 156 pp. $1.20.

Covers a variety including drawing and planning, woods, bench metal, forging, sheet metal, art metal and electricity.

General Education In Manpower Retraining Programs. Brazziel, William F. Norfolk Division, Virginia State College, in cooperation with the U.S. Office of Education and The Office of Manpower, Automation and Training, U.S. Department of Labor, n.d.

Report on the results of a retraining project at the Norfolk Division of Virginia State College directed toward raising basic skill levels along with retraining in technical skills.

Fact-Finding In Vocational Education. Florida, State Department of Education. Tallahassee, Florida, State Department of Education, 1964. 24 pp. Free.

Illinois supplement to File It Right. Prepared by the Illinois Association of Education Secretaries and the Office of Superintendent of Public Instruction. Ray Page, Superintendent of Public Instruction, 1963. 41 pp.

Handbook on filing planned for the use of educational secretaries in the public schools of Illinois.

The Homemaker's Assistant: A Suggested Training Program. U.S. Office of Education. Washington, D.C., Department of Health, Education, and Welfare, Office of Education, 1964. 14 pp. Superintendent of Documents. $.20.

A suggested training plan to teach women to serve as homemaker's assistants.

Hotel and Motel Housekeeping Aide: A Suggested Training Program. Washington, D.C., Department of Health, Education, and Welfare, Office of Education, 1964. 11 pp. Superintendent of Documents. $.20.

A detailed outline of a program to train hotel and motel workers. Divided into four units for a recommended 60 hour course.

How To Get Along On The Job. Cooper, William M. and Ewing, Vivian C. New York, Holt, Rinehart, and Winston, 1966. 133 pp.

One of the Holt Basic Education, First Series books, written on the zero through fourth grade level. Illustrates right and wrong ways to get along at work by means of stories about job situations.

How To Customize Cars and Rods. Barris, George and Thomas, Wayne. New York, Arco, 1963. 110 pp. $2.50.

Step-by-step illustrated instructions on customizing a car.

How To Find A Job. Francis, Robert and Iftikhar, Sam. Syracuse, New York, New Readers Press, 1959. 24 pp. $.30.

Clearly written instructions on where to look for a job, how to apply, and how to fill out an application form.

How You Can Get A Better Job. Lasher, Willard K. Chicago, American Technical Society. 4th ed. rev., 1964. 181 pp. $2.95.

Simply written book explaining ways to find a job, qualities needed for success, and mistakes to be avoided.

In Aid of the Unemployed. Becker, Joseph M., ed. Baltimore, John Hopkins Press, 1965. 317 pp. $8.95.

A collection of essays covering many aspects of unemployment, including a description of the unemployed, a history of aid to the unemployed, and an examination of the ways in which our society helps the unemployed worker at the present time.

Industrial Arts Drawing. Glazener, Everett. Austin, Texas, Steck Company, 1958. 192 pp. $1.28.

Subtitled "A worktext for beginners in drafting." A basic course in drafting planned for school groups or for adult beginners. Tests are provided for each section covered.

Instruction Sheets In Mechanical Drawing. Rotmans, Elmer A. and Thieme, Eberhard. Boston, Allyn and Bacon, 1962. 170 pp. $2.32.

A course in mechanical drawing presented in the form of a progressive series of job sheets. Manual available.

Introduction To Mechanical Drawing. Harman, Earl W. Boston, Allyn and Bacon, 1963. 78 pp. $2.00.

Manpower In Michigan: A Look At The 1960's. Michigan Employment Security Commission. Detroit, Michigan, Michigan Employment Security Commission, 7310 Woodward Avenue, 1962. 24 pp.

Graphs and statistics on prospects of labor force, employment, and growth by industry in Michigan in the 1960's.

Manpower In Michigan: A Reappraisal Of The 1960's. Michigan Employment Security Commission. Detroit, Michigan, Michigan Employment Security Commission, 7310 Woodward Avenue, 1964. 28 pp.

A third edition of Manpower in Michigan, a revision of earlier editions based on more complete information.

Modern Metalwork. Austin Texas, Steck Company, 1954. 156 pp. $1.20.

Subittled, "A worktext for the first year of metalworking." Covers all aspects of metalworking. Tests on the various sections are included.

Modern Woodwork. Vernon, Ralph J. Austin, Texas, Steck-Vaughn Company, 1954. 140 pp. $1.20.

A general course in woodworking for beginners. May be used by one preparing for a trade, or interested in woodworking as a hobby. Tests are included.

Occupational Education Needs In Kalamazoo County, Michigan. Smith, Harold T. and Thole, Henry C. Kalamazoo, Michigan, The W. E. Upjohn Institute for Employment Research, 300 South Westnedge Ave., 49007. 49 pp. Free.

A report which covers present facilities for occupational education in the area, as well as occupational requirements and needs, and concludes with a summary of findings and recommendations. Although prepared for local residents, this report should prove useful to other communities as well.

Occupational Guides. Detroit, Michigan, Michigan Employment Security Commission, Employment Service Division. $.25.

A series of 70 pamphlets covering occupations, from accountants to watch and clock repairmen. Each booklet describes the nature of the work, requirements, working conditions, earnings, and advantages and disadvantages of the job. A list of books and pamphlets for further reading is also included.

People At Work. McGillivray, James H. New York, American Book Company, Book I, 1961.

Readings in social studies are followed with drills and exercises. The vocabulary is limited to 600 most frequently used words. Grade levels 1-3.

Reading For Dollars and Sense. Sheldon, William D. and Braam, Leonard S. Syracuse University Press, 1958. 104 pp. $3.00., Paperback edition, $1.75.

Designed to help adults improve their reading ability.

Reading Improvement For Men and Women In Industry. Sheldon, William D. and Braam, Leonard S. Syracuse University Press, 1959. 96 pp. $2.50.

Textbook for use in a reading improvement course. Offers prepared exercises designed for a 13 week reading program, and a pre-test and post-test so the student can judge his improvement.

Resource Units In The Teaching Of Occupations. New York, New York, New York (City) Board of Education, 1956. 149 pp. $.75.

These units grew out of an experiment in guidance of Puerto Rican teenagers many of whom were below standard in oral and written communication in English.

Rochester Occupational Reading Series. Science Research Associates. Chicago, Science Research Associates under arrangement with the Syracuse University Press, 1954-60. $10.00 for the set.

Text and workbooks are based on various occupations. Titles in the series are: Bakeries, Gas Stations, Restaurants and Cafeterias, Supermarkets, Truck Farming. For the intermediate reader.

Student Exercise Books. Chicago, Science Research Associates, 1963. 15 v. (New Rochester Occupational Reading Series) $15.00 for the set.

Workbooks for the Job Ahead, five books for each book of this set. Titles are Starting Work, On The Job, Keeping The Job, Working For The City, and Time Out For Leisure.

Kalamazoo Citizens Committee to Study Educational and Job Needs In Kalamazoo County. Report. Kalamazoo, Michigan, The Committee, 1966. 91 pp.

Report on an eighteen month study of technical and vocational training opportunities and needs in Kalamazoo County.

They Work And Serve. Knott, Bill. Steck-Vaughn, 1967. 151 pp.

Stories about people in service industries: waitress, janitor, policeman, taxi driver, and others.

Training Disadvantaged Groups Under The Manpower Development And Training Act. U.S. Office of Manpower, Automation and Training. Washington, D.C., Government Printing Office, 1964. 24 pp.

This is "Manpower Evaluation Report, No. 1, November, 1963" the first of a series of evaluation and progress reports on programs carried out under the MDTA Act of 1962.

The Waiter And His Public. Lefler, Janet and others. New York, Ahrens Book Company, 1959. 109 pp. $1.60.

A handbook with complete instructions for the waiter's service and relations with guests and staff in restaurants and hotels.

We Work In The Food Trades. New York, The Board, n.d. 103 pp. $.75.

A series of stories about work in restaurants written to help develop reading skill as well as to give vocational guidance.

Joe Wheeler Finds A Job And Learns About Social Security. Washington, D.C., U.S. Department of Health, Education and Welfare, 1964. 23 pp. Superintendent of Documents. $.25.

A booklet written for adult basic reading courses. Gives a general explanation of the Old-Age, Survivors, and Disability Insurance provisions of the Social Security law. Grade level three.

Understanding The Automobile. Beck, John H. Chicago, Illinois, Follett Publishing Company, 1965. 85 pp. $1.50.

An explanation of how an automobile works with an illustrated section of each of the nine basic systems of operation and a summary.

What Job For Me? Series of Vocational Guidance Booklets, 1966. McGraw-Hill Book Company, Webster Division, New York.

Charley, the TV Serviceman, 48 pp. Carmen, the Beautician, 48 pp. John, Second Best Cook in Town, 48 pp. Nick, the Waiter, 48 pp. Frank, the Vending Machine Repairman, 48 pp. Judy, the Waitress, 48 pp. Ginny, the Office Assistant, 48 pp. Joe, the Salesman, 48 pp. Pete, the Service Station Attendant, 48 pp. Timo, the Draftsman, 48 pp. Phil, the File Clerk, 48 pp.

Fictionalized short stories about people in various jobs written in a style designed to appeal to young adults but conceivably good for older adults. In the process of telling a story, the booklets describe the various jobs. Sound filmstrips are available that show and explain what is involved in various kinds of work. Grade level 4.

Vocational Reading Series. Lerner, Lillian and Moller, Margaret C. Follett.

Marie Perrone, Practical Nurse, 96 pp. The Delso Sisters, Beauticians, 96 pp. John Leveron, Auto Mechanic, 96 pp. The Millers and Willie B. Butcher, Baker, Chef, 96 pp.

Photographs portray people at work. There are comprehension and vocabulary exercises. May be used as readers or for classroom discussion.

You. Trenkel, Clare. 1966. 200 pp. Frank A. Richards, Pub.

The first of a series of hard cover social adjustment books for teenagers. Many illustrations. Correlated You Workbook has exercises and vocabulary drill. While the primary purpose of the book and the workbook emphasizes social adjustment, the language arts skills receive secondary emphasis.

You and Your Occupation. Dare, Beatrice F. and Wolfe, Edward J. Chicago, Educational Opportunities Project, Follett, 1966. 30 pp. $.69.

Readings and exercises on topics relating to jobs, the various kinds, the qualifications and benefits. Simply written for the adult beginner. One of the Accent/World of Work Series.

Youth In The World of Work. Kohler, M. C. and Freedman, M. K. New York, Taconic Foundation, 666 Fifth Avenue, 1962. 59 pp.

Description and evaluation of 55 experimental programs in preparing young people for work.

B. CONSUMER EDUCATION

Agriculture Extension Service series, Institute of Agriculture, University of Minnesota, Minneapolis 55455.

Broiling; Home Storage; Rid Your Home Of Rubbish; Dry Milk In Every Meal; Cleaning Sink, Tub and Toilet; Making White Bread; Easy Dishwashing; Better Bedmaking.

Budget Stretchers. Hill, Jessie L. U.S. Department of the Interior, 1953. Grade levels 1-3.

The Care We Give Our Clothes. Hanson, Margaret J. 1966. 94 pp.

Softcover book deals with daily and seasonal care of clothes, ways to remodel clothes and efficient shopping practices. Grade levels 7-9.

The Dry Cleaner's Helper. Hollowell, Betty. 1953. Grade levels 4-6.

Food Series. U.S. Department of Agriculture, Federal Extension Service.

Food for Families; What Food Means to People; Breads and Cereals; Milk Groups; Meats; Fruits and Vegetables; Four Food Groups in Meals.

Get Your Money's Worth. Troyer, Aurelia. Holt, Rinehart and Winston, 1956. 202 pp.

The problems of a city consumer are covered. Leasing an apartment, buying furniture and other consumer needs are covered. Grades 6-8.

Getting Ready For Pay Day. Hudson, Margaret and Weaver, Ann A. 1963.

Book 1 - Checking Accounts, 35 pp. Book 2 - Savings Accounts, 31 pp.
Book 3 - Planning Ahead, 29 pp.

Practical illustrated worktexts dealing with the spending and saving of one's income. Grade level 2 plus.

Household Finance Corporation Series. Household Finance Corporation, Prudential Plaza, Chicago, Illinois.

Children's Spending, 1955; Your Food Dollar, 1960; Your Shopping Dollar, 1962; Your Shelter Dollar, 1957; Your Savings and Investment Dollar, 1959; Your Home Furnishing Dollar, 1963; Your Health and Recreation Dollar, 1961; Your Equipment Dollar, 1963; Your Clothing Dollar, 1959; Young Moderns, 1963; Your Automobile Dollar, 1963; Your Budget, 1960.

Useful information. Filmstrips also available for one week period. Grades 7-8.

How To Be A Wise Consumer. Cass, Angelica. New York, Oxford Book Company, 1959. 174 pp.

Discusses the kinds of stores, following ads and the buying of food, clothing, furniture and household appliances. Lists consumer words. Grades 3 and up.

How To Look And Dress. Carson, Pyrta. New York, McGraw-Hill, 1959. 398 pp. $4.36.

A simply written, well-illustrated book covering grooming, choosing and buying clothes, dressmaking and care of clothes.

Industrial Union Department Pamphlets. AFL-CLO, 815 Sixteenth Street, N.W., Washington, D.C. 20006.

It's What's Inside That Counts (Packaging); In Your Interests (Credit Costs).

Institute Of Life Insurance Educational Division Series. New York, Institute of Life Insurance Educational Division.

Making The Most Of Your Money. Five stories about people with consumer education problems related to money. Illustrated. Upper level readers.

Mind Your Money Series. Money Management Institute of Household Finance Corporation, Prudential Plaza, Chicago, Illinois.

No. 1 - When You Spend.

New Fabrics, New Clothes, And You. Butman, Grace A. Austin, Texas, Steck-Vaughn Company, 1966. 92 pp. $1.25.

Simply written book about fabrics of all kinds and their care. Also contains material on the selecting and purchasing of clothing.

Public Affairs Pamphlets. New York, Public Affairs Pamphlets, 381 Park Avenue South.

A Guide To Consumer Credit; How to S-T-R-E-T-C-H Your M-O-N-E-Y.

We Are What We Eat. Spritze, Hazel Taylor and Rotz, Patricia. Phoenix, New York, Richards Publishing Co.

Softcover worktext deals with meal planning, the selection and preparation of good foods, and economical shopping habits. Grade levels 7-9.

Your Family And Your Job. Cass, Angelica W. New York, Noble and Noble. 71 pp.

Reading selections deal with shopping and family life situations. Develops comprehension and vocabulary. Grade levels 3-4.

C. COMMUNITY EDUCATION

Campus Behavior. Chilocco Teaching Staff. U.S. Department of the Interior, 1953.

Grade levels 1-3.

Group Organization. Clark, Ann Nolan. U.S. Department of the Interior, 1956.

Grade levels 1-3.

Growing In Human Relations. New York (City) Board of Education. New York, New York, Division of Curriculum Development, The Board, 1953. $.20.

Proceedings of the 5th Annual Curriculum Guidance Conference; The theme of the paper is "developing human relations." Problems of teachers, students, and parents as well as inter-school relationships.

How To Work With Your Board And Committees. Blumenthal, Louis H. New York, New York, Association Press, 1954. 64 pp. $1.00.

This is one of the Leadership Library series, and is subtitled "A guide to productive board-staff relations."

Living In Our Neighborhood. Baldwin, Orrel and Strumpt, B. E. New York, Noble and Noble, 1957. 88 pp. $1.20.

A combined workbook and text useful for the adult student. Contains material on such subjects as food, clothes, travel, weather, and communication.

D. GOVERNMENT

American History. Crothers, George D. New York, Holt Rinehart, and Winston, 1964. 243 pp.

American history from colonial times. There are comprehension and completion questions at the end of each chapter. Grade level 8 plus.

American History. Abramowitz, Jack. Follett, 1963. Study lessons.

Unit 1 - From Colonial Times to Independence. 80 pp.
Unit 2 - The Constitution. 80 pp.
Unit 3 - The Growing Nation. 1789-1840. 80 pp.
Unit 4 - Change and Crisis in American Life. 1800-1861. 80 pp.
Unit 5 - The Civil War and Reconstruction. 64 pp.
Unit 6 - Changing American Life Since 1865. 77 pp.
Unit 7 - American Politics. 1865-1960. 93 pp.
Unit 8 - American Policy. 77 pp.
Unit 9 - Problems of American Democracy. 61 pp.
Teacher's Guide. 48 pp.

Each history unit makes up a separate softcovered book. The format is attractive. The content is traditional. The Problems of Democracy deals with immigration, education, atomic energy, foreign aid, and foreign relations and can readily be used as a basis of discussion. Grade levels 7-9.

The Arrow Book Of The States. Ronan, Margaret. New York, Scholastic Book Services, 1965. 127 pp. $.50.

Maps and information about each of the states, written for the intermediate reader.

The Business Of Our Government. U.S. Department of Justice.

Book 1 - (Form M-18) - Grades 1-3.
Book 2 - (Form M-19) - Grades 4-6.
Book 3 - (Form M-20) - Grades 7-8.

Useful for those learning how the Executive Branch of the National government works.

Booklets Dealing With Citizenship. Channing L. Bete Company, Inc., Greenfield, Massachusetts.

Why Vote, You and Your Flag, Freedom to Invest.

Bill Davis Gets A Social Security Card. U.S. Social Security Administration. Washington, D.C., U.S. Department of Health, Education, and Welfare, 1963. 13 pp. Free.

A booklet written to be used in adult reading classes to explain Old-age and Survivors Insurance under the Social Security Law.

The Day Family. U.S. Department of Justice. National Citizenship Education Program. A Literacy Reader.

Book 1 - Grades 1-2, 1944, 30 pp. Book 2 - Grades 2-3, 1943, 31 pp.

These books are beginning literacy readers dealing with the Day Family at work and at school. Book 2 tells of naturalization procedures.

Discovery Books. Champaign, Illinois, Garrard Publishing Company.

Abraham Lincoln. Colver, Anne. 80 pp.
Florence Nightingale. Colver, Anne. 80 pp.
Thomas Jefferson. Colver Anne. 80 pp.
George Washington Carver. Epstein, Sam and Beryl. 80 pp.
George Washington: Father of Freedom. Graff, Stewart. 80 pp.
Annie Oakley. Graves, Charles P. 80 pp.
John F. Kennedy: New Frontiersman. Graves, Charles P. 80 pp.
Thomas Alva Edison: Miracle Maker. Kaufman, Mervyn D. 80 pp.
Booker T. Washington: Leader Of His People. Patterson, Lillie. 80 pp.
Frederick Douglass: Freedom Fighter. 80 pp. Patterson, Lillie.

Exploring American History. Schwartz, Melvin and O'Connor, John. Globe Book Company, 1964. 474 pp.

Written for the slow learner in secondary school, this book is easy to read and treats minority groups realistically. Chapters are only 2-3 pages long, thus whole sections may be readily omitted. Grades 7-8.

Exploring A Changing World. Schwartz, Melvin and O'Connor, John. Globe Book Company, 1966. Accompanying Teacher's Guide.

Written for the slow learner in secondary school, this book adopts a regional approach to geography. Geography is linked to history. Grades 7-8.

The Gardners Become Citizens. U.S. Department of Justice.

Foundations of citizenship--rights and duties of citizens. Grade level 4-8.

Gateway To The U.S.A. Colford, William E. New York, New York, American Book Company, 1954.

Written for adults learning English as a second language. It describes New York City. Grade levels 7-8.

The Great Americans. McGillivray, James H. and Echols, James R. New York, New York, American Book Company, 1960.

Although written for students of English as a second language, this book can be used to advantage with native Americans. Oral and written exercises and a short play for dramatization are presented with each of the ten units. Grades 4-8.

Great American Events At A Glance. Heath, Monroe. Menlo Park, California, Pacific Coast Publishers, 1957. (The Great Americans Series). 32 pp. $2.00.

Brief, illustrated accounts of 30 important events in American history.

A Home Study Course In English and Government For Candidates for Naturalization. U.S. Department of Justice. 1963.

Section I - English and Home and Community Life.
For the Student - 112 pp. Grades 1-3. For the Helper - 57 pp.

Section II - English and Federal Government.
For the Student - 149 pp. Grades 4-6. For the Helper--98 pp.

Section III - English and State Government.
For the Student - 134 pp. Grades 4-6. For the Helper - 74 pp.

How To Become A United States Citizen. Cass, Angelica. Noble and Noble, 1963.

A softcover book that is highly readable and illustrated with photographs. Deals with the Alien Address Report, the process of becoming a citizen and facts about the Federal Government. Grade level 3 and up.

How We Live. Cass, Angelica. Noble and Noble, 1966. 152 pp.

This book is designed to acquaint the foreign-born with customs in the United States and to introduce a basic vocabulary. There is a social studies section that deals with holidays and a section on work, safety and health. Available in softcover and hardcover. Grades 3-4.

Impressions Of The United States. Hollander, Sophie Smith. Holt, Rinehart and Winston, 1964. 278 pp.

This book consists of a series of letters describing life in the United States. It is especially aimed at the foreign-born. Grades 4-6.

Introduction to Geography. Israel, Saul. Holt, Rinehart, and Winston, 1964. 420 pp.

The geography of most countries of the world along with economic and social life. Grade level 8 plus.

Laws For The Nation. U.S. Department of Justice, 1963.

Book 1 - (Form M-22) - 16 pp. Grades 1-3.
Book 2 - (Form M-19) - 24 pp. Grades 4-5.
Book 3 - (Form M-24) - Grades 5-6.
Teacher's Edition. 39 pp.

Gives an account of the two Houses of Congress and what they do. On three different levels.

Live and Learn. Cass, Angelica. Noble and Nobel, 1962. 153 pp.

This book is designed to acquaint the foreign-born with customs in the United States and to introduce a basic vocabulary. There is a section, How To Become A United States Citizen. Unemployment insurance and the social security card are discussed. Grades 4-6.

My Country. Smith, Edwin H. and Lutz, Florence Rader. Steck-Vaughn, 1964. 96 pp.

A softcover worktext with controlled sight vocabulary approach to reading. There are 24 lessons dealing with the workings of the United States government. Grade 2.

Know Your State. League of Women Voters of Michigan. Detroit, Michigan, The League.

A wide variety of information on Michigan and its government. The League of Women Voters of each state publishes a similar pamphlet with the same title.

Our American Way Of Life. U.S. Department of Justice. Federal Textbook on Citizenship.

Becoming a Citizen Series:

Book 1 - Our American Way of Life. 105 pp. Order No.: OF-713-300. Teaches reading through the sight method. Problems of living, shopping and working are discussed. The constitution and the rights of citizens are discussed. Grade 3.

Book 2 - Our United States. Order No.: 0-716-819. 118 pp. Has some history, some general discussion of life in America, and some information about the government. Grade 5.

Book 3 - Our Government. 128 pp. Order No.: 717-509. Explains in detail the working of the government and how to become a citizen. Grade 9.

On The Way To Democracy. U.S. Department of Justice, 1963. (Form M-10).

Book 1 - Grades 1-3, 15 pp; Book 2 - Grades 4-6; Book 3 - Grades 7-8; Teacher's Edition, 23 pp.

These paperback books were written for the foreign-born. They deal with the development of domocracy and government. Each one of the three books covers the same material, but at a slightly different level, progressing in difficulty from Book 1 to Book 3.

Our Constitution and Government. U.S. Department of Justice. Regular Edition and Simplified Edition. 1955.

Written for foreign-born studying for citizenship but useful to the native American. Regular Edition - Grades 8-12. Simplified Edition - Grades 5-8.

Our Constitution Lives and Grows. U.S. Department of Justice.

Book 1 - (Form M-26) - Grades 1-3.
Book 2 - (Form M-27) - Grades 4-6.
Book 3 - (Form M-28) - Grades 7-8.

Explains how our Constitution grows to meet our new needs. On three different levels.

Our Fifty States At A Glance. Menlo Park, California, Pacific Coast Publishers, 1961. (The Great Americans Series). 63 pp. $2.50.

Outline map, photographs and general information about each of the states.

Principles of Adult Geography. Fairchild, Johnson E. Holt, Rinehart, and Winston, 1964. 222 pp.

Deals with man's environment as explained by the principles of geology, oceanography and meteorology. Difficult concepts and language. Grade level 8 plus.

Questions and Answers on American Citizenship. Wiener, Solomon. Regents Publishing Company, 1960. 142 pp.

This book is designed to prepare the foreign-born for naturalization tests.

Reading For A Viewpoint. Adair, J. B. and Curry, Robert. Follett.

Designed to develop word recognition skills, comprehension, speaking, writing, and listening skills. The content is based on United States history. Grades 5-8.

Rights Of The People. U.S. Department of Justice.

Book 1 - (Form M-14) - Grades 1-3, 16 pp. Book 2 - (Form M-15) - Grades 4-6. Book 3 - (Form M-20) - Grades 7-8. Teacher's Edition, 28 pp.

Written for foreign-born citizenship training but useful for the native American.

The Story Of Our America. Baldwin, Orrel T. Text-workbook ed. New York, Noble and Noble, 1964. 192 pp. $1.60.

Simply written book giving the important events of American history from its early discovery to the present time. Well illustrated. A teacher's manual for this book, containing the solutions and answers to all of the tests in the Text-Workbook may be obtained from the same publisher $1.00.

The Story of America. Eibling, H. H., King, Fred M., and Harlow, James. Revised by Finklestein, Milton. River Forest, Illinois, Laidlaw Brothers, 1965. 672 pp.

Revised to meet the needs of the educationally deprived, this book has a controlled vocabulary and a high interest level. In content and illustrations recognition is given to members of minority groups. Grade levels 5-8.

Study Lessons on Documents of Freedom. Abramowitz, Jack. Follett, 1964. 144 pp.

This softcover book takes up the Declaration of Independence, the Constitution, and the Bill of Rights. The format is attractive. The material is traditional. Teacher's Guide. Grade levels 7-9.

Study Lessons in Our Nation's History. Abramowitz, Jack. Follett, 1964.

Unit 1 - How America Became A Nation. 80 pp.
Unit 2 - The New Nation is Launched. 80 pp.
Unit 3 - The Growing Spirit of the Nation. 64 pp.
Unit 4 - The Expansion of the American Nation. 64 pp.
Unit 5 - The Civil War Divides The Nation. 66 pp.
Unit 6 - Building A Great Nation. 80 pp.
Unit 7 - The Foreign Policy of the American Nation. 80 pp.
Unit 8 - Living in Today's World. 64 pp.
Teacher's Guide, 47 pp.

The softcover books are attractive and easy to handle. The material is traditional and resembles that of conventional texts. The Teacher's Guide lists audio-visual aids. Grades 4-6.

They Served America. Hoff, Carol. Steck-Vaughn, 1966. 151 pp.

Stories of great Americans. Included are George Washington, Clara Barton, Samuel Clemens, George Washington Carver, The Mayo Brothers, and twenty-two others. Softcover. Suitable for history study or supplementary reading. Grade level 4 plus.

The U.S.A. - The Land and the People. Dixson, Robert J. Regents Publishing Company, 1959. 165 pp. Grades 6-8.

The U.S.A. - Men and History. Dixson, Robert J. and Fox, Herbert. Regents Publishing Company, 1960. 162 pp.

This book is intended for the foreign born but is readily usable for the native American. Grades 6-8.

Voices In The Valley. Kramer, Frank R. Madison, University of Wisconsin Press, 1964. 300 pp. $5.00.

Discusses the influence of folk lore on the early settlers in this region.

World History. Abramowitz, Jack. Follett, 1966. Study Lessons.

Unit 1 - The Ancient World and the Middle Ages. 80 pp.
Unit 2 - From the Middle Ages to Modern Times. 64 pp.
Unit 3 - The Rise of Democracy. 48 pp.
Unit 4 - The Industrial Revolution. 64 pp.
Unit 5 - The French Revolution and Napolean. 64 pp.
Unit 6 - The Expansion of Democracy. 48 pp.
Unit 7 - Nationalism and Imperialism. 96 pp.
Unit 8 - From World War I to World War II. 48 pp.
Unit 9 - The World Since 1945. 77 pp.
Teacher's Guide. 47 pp.

Softcover books are attractive and easy to handle. The material is traditional and resembles that of conventional texts. Grade levels 7-8.

E. HISTORY

The Adventures of the Negro Cowboys. Durham, Philip and Jones, Everett. Dodd, 1966. $3.50.

American Traveler's Guide To Negro History. Chicago, Illinois, American Oil Company, 910 South Michigan Avenue, n.d. 59 pp.

State-by-state locations are given where famous Negroes lived or carried out noteworthy deeds. Well-illustrated, pictures for display. Grades 7-8.

Baseball Has Done It. Robinson, Jackie and Dexter, Charles. Lippincott, 1964. $2.95.

Jackie Robinson's interviews with Vic Power, Hank Aaron, Ernie Banks, and other baseball players about what it is like to be both a baseball star and a Negro.

Basketball's Greatest Stars. Hirshberg, Al. Putnam, 1963. $3.75.

Brief biographies of basketball greats such as Bill Russell, Oscar Robertson, Wilt Chamberlain, Elgin Baylor.

The Book of the Blues. Shirley, Kay. Crown, 1963. $7.50.

The "largest collection of authentic blues ever compiled" with music and lyrics from one hundred songs, discography, and banjo and guitar chord diagrams.

Famous Negro Athletes. Bontemps, Arna. Dodd, 1964. $3.25.

Joe Louis, Willie Mays, Althea Gibson, Wilt Chamberlain among them.

The Heavyweight Champions. Durant, John. Hastings House, 1964. $4.95.

Including chapters on Jack Johnson, Joe Louis, Floyd Patterson, and Cassius Clay.

Heroes of Emancipation. New York, National Association for the Advancement of Colored People, 1964.

Stories of Negro leaders designed to be of inspiration.

Impressions of the United States. Hollander, Sophie Smith. Holt, Rinehart, and Winston, 1964. 278 pp.

This softcover book is for use in classes of English as a Second Language. It consists of a series of letters written by foreigners who describe their impressions of the United States. There are vocabulary and comprehension exercises after each selection. Grades 5 - 6.

Jazz Masters of the 20's. Hadlock, Richard. Macmillan, 1965. $5.95.

A view of such jazz greats as Louis Armstrong, Earl Hines, Bessie Smith, Fletcher Henderson. For the serious jazz fan.

Jazz Masters of the 50's. Goldberg, Joe. Macmillan, 1965. $4.95.

Careers, musical ideas, and major recordings of Thelonious Monk, Sonny Rollins, John Coltrane, Ray Charles, Ornette Coleman, and their fellow musicians. For the serious jazz fan.

New Negro Poets: U.S.A. Hughes, Langston. Indiana University, 1964. $4.95.

An anthology of contemporary Negro poetry - A. B. Spellman, G. C. Oden, Mari Evans, Julian Bond, and others.

A Raisin in the Sun. Hansberry, Lorraine. Random, 1959. $3.95. Paper $.60.

A moving drama, not without its funny moments, of a Negro family in Chicago's South Side as they seek to move into a white neighborhood.

Reading for a Viewpoint. Adair, J. B. and Curry, Robert. Follett.

Designed to develop word recognition skills, comprehension, speaking, writing and listening skills. The content is based on United States history. Grades 5-8.

Worth Fighting For. McCarthy, Agnes and Reddick, Lawrence. Garden City, New York, Doubleday, 1965. 118 pp. $2.95.

This is subtitled "A history of the Negro in the United States during the Civil War and Reconstruction." Simply written and illustrated. It is also published in a paperback edition.

Zenith Books. Doubleday and Company.

A Glorious Age In Africa, A Guide To African History, Great Rulers of the African Past, Pioneers and Patriots, Worth Fighting For, Lift Every Voice.

F. INDIVIDUAL IN SOCIETY

Call Them Heroes. New York City Board of Education. Books 1-4.

The stories of 48 real-life heroes are told. These are people with whom students from low-income and minority groups can identify. Teacher's Guide. Grades 5-6.

Finding Ourselves. Cochran, Eileen. Frank A. Richards Publisher, 1964. 42 pp.

Practical geography that includes highway map reading and traffic signs. Comprehension questions are based on the reading. Illustrated, softcover. Grade levels 4 and up.

I Am A Good Citizen. Williamson, Vera. U.S. Department of the Interior, 1954.

Softcover readers written for the American Indian and suitable for low-income groups. Grade levels 1-3.

To Be A Good American Series. Hudson, Margaret W. and Weaver, Ann A. Fearon Publishing Company.

In Your Family, 30 pp. In Your Community, 30 pp. In Your State, 30 pp. In Your Country, 30 pp.

Softcover worktexts that are well-illustrated. Grades 3 and up.

The Turner-Livingston Reading Series. Turner, Richard R. Chicago, Illinois, Follett, 1962-66. $.75 each.

A series of combination readers and workbooks designed for the adolescent beginning reader. They are both easy to read and of interest to adults. Titles in the series are: The Town You Live In; The Jobs You Get; The Person You Are; The Money You Spend; The Friends You Make; The Language You Speak; The Newspapers You Read; The Television You Watch; The Movies You See; The Phone Calls You Make.

You and Your World. Bolinger, Willeta R. Fearon Publishing Company, 1964. 118 pp.

A softcover worktext that helps the student to understand more about himself, his family, neighborhood, school, city, county, state, country, continent and world. Designed for teenagers. Grade level 2 and up.

You and They. Chicago, Educational Opportunities Project, Follett, 1965. 24 pp. $.69.

A simply written booklet of readings and exercises based on the differing abilities, interests, and personalities of individuals. One of the Accent/Personality Series.

G. FAMILY

Accent Education Titles. Dare, Barbara, and Wolfe, Edward J. Follett.

You and They, 24 pp. You Are Heredity and Environment, 22 pp. Taking Stock, 22 pp. You and Your Needs, 23 pp. Instructor's Guide, each title.

Accidents and Children. Children's Bureau Folder No. 48, 1963.

Interesting and practical. Good help for setting up safety goals in the home.

Adventure To Motherhood. Offen, J. Allan. Miami, Florida, Audio-Visual Education Company of America, Inc., 1960. unp. $2.95.

The picture-story of pregnancy and childbirth.

The American Health and Safety Series - Programmed Instruction. Palo Alto, California, Behavioral Research Laboratories.

First Aid, Nutrition, Personal Health, Prevention of Communicable Disease, Safety.

Are You Misunderstood? Logan, Harlan and Blochman, Lawrence C. New York, Wilfred Funk, 1965. 211 pp. $3.95.

Explains that being misunderstood in school, in business, in love, in marriage, and in life is often due to communication failures, and gives suggestions for correcting these failures.

Arrow Book Of Easy Cooking. Rudomin, Esther. New York, Scholastic Book Services, 1955. 80 pp. $.50.

Simply written. Gives complete instruction for preparing recipes which do not require cooking.

Baby Care. New York, New York, Instructional Materials Laboratories.

Programmed Course - 4 units of 2 sections each.

Baby Care. Wingerson, E'Lane; illustrated by Hicks, Jean. Booklet No. 1. Kalamazoo, Michigan, Kalamazoo Branch AAUW Literacy Writing Project, Marion D. Spencer, ed., and Kalamazoo Public Library System, 1965. 21 pp. $.50.

A simply written booklet on feeding and bathing a baby. Information on teething is also included. For the adult with limited reading ability.

Baby Care Is A Family Affair. Red Cross.

Simple leaflet telling about Red Cross course in mother and baby care. Low level reader. (Get information from the nearest Red Cross Office. Courses may be taught for low level readers in your community.)

Band Advisor Manual.

Intended for home study or group study by non-professional consumer advisors and counselors, as well as a reference manual. Sections include information about a wide variety of topics: about credit, about credit unions, about buying - food, clothing, appliances, homes, services - such as insurance and medi-care, about cooperatives, and consumer protection.

Becoming The Complete Adult. Doniger, Simon, ed. New York, Association Press, 1962. 222 pp. $4.50.

A collection of writings to help the individual to become mature physically, mentally, and spiritually.

Banking. Clark, Ann Nolan. U.S. Department of the Interior, 1956.

Grade levels 1-3.

Blue-Collar Marriage. Komarovsky, Mirra. New York, Random House, 1964. 395 pp. $5.95.

A study of working class marriage based on case studies. A number of in depth interviews were conducted with both husbands and wives.

Breast Feeding Your Baby. Children's Bureau Folder No. 8, 1965.

Reading level grade 5.

Brief History of Parent Education In The United States. Columbus, Ohio, Center for Adult Education, College of Education, Ohio State University, 1963. 63 pp.

A study of parent education in the United States covering its beginnings, organizations in the field, and other influences upon it.

The Care Of Your Children's Teeth. Children's Bureau Publication No. 439.

A guide to parents in obtaining good dental health for their children. Reading level 4 to 5.

Catching Sickness. Best, Mary. 1953. Grade levels 1-3.

Child Development Series. Washington, D.C., U.S. Government Printing Office, Superintendent of Documents.

U.S. Department of Agriculture. Federal Extension Service. Low Income Publications.

Child Development Series:

- Babies Touch, Taste, and Learn.
- Talk With Baby.
- Babies Look and Learn.
- Play Games With Babies.
- Parents and Babies.
- A Note To Agents On Parents and Babies.
- Fun With Circles.
- Learning Through Touch.
- Learning Different Shapes.
- Books for Children.
- Talk and Listen.
- Helping Parents Teach Young Children.
- A Note to Agents on Helping Parents Teach Young Children.
- A Note to Agents on Parents and Teenagers.
- Parents and Teenagers. (Guide for Program Assistants)
- Parents and Teenagers. (Pamphlet for Parents)

Child Management, A Program For Parents. Smith, Judith M. and Smith, Donald E. P. Ann Arbor, Michigan, Ann Arbor Publishers, 610 South Forest, 1966. 93 pp. $2.50 paperbound.

A self-instruction book for parents and others who deal with children teaching ways of handling problems of child management.

The Child With Rheumatic Fever. Children's Bureau Folder No. 42.

Information and suggestions for parents. Upper level readers.

The Child With A Speech Problem. Children's Bureau Folder No. 52.

Valuable for all parents of young children. Helpful suggestions. Upper level readers.

Clean House Series. U.S. Department of Agriculture, Federal Extension Service.

- A Clean House - Agent's Guide for Training Program Assistants.
- Program Assistant's Guide on the Clean House.
- When To Do Housecleaning Jobs.
- Many Hands Make Housework Light.
- A Clean House Is Important.
- What To Use To Clean Your House.
- Clean Walls, Ceilings, and Woodwork.
- Clean Windows.
- Clean Floors.
- Clean Dishes.
- A Clean Refrigerator.
- Clean Clothes Closets.
- A Clean Bathroom.

Clothing Series. U.S. Department of Agriculture, Federal Extension Services.

Sew By Hand.
Replacing Zipper.
Measure When You Buy Used Clothes.
Fix Bought Clothes To Make Them Last Longer.
Change The Hem In A Dress Or Skirt.
Make The Waistline Fit On Pants.
Making Pants Longer Or Shorter.
Tapering Pants.

Community Health Services - The Case Of The Missing Mileposts. Public Affairs Pamphlet No. 1805 for teachers. Department of Health, Education and Welfare.

Helpful discussion of needs and services. Health Serivce check list to serve as a "citizen's alert to some of the hazards that require comprehensive health service."

Bill Davis Gets A Social Security Card. U.S. Department of Health, Education, and Welfare, Social Security Administration, 1960.

Driving The Easy Way. Forrest, Lester B. rev. ed. Bronxville, New York, Cambridge Publishers, 1965. 378 pp. $1.49.

A simply written, self-instruction driving text. Illustrated.

Eating Is Fun. Everon, Beverly. 1958. 10 pp.

This book about nutrition is aimed at the mothers of young babies. Grade 3.

Emergency Family Handbook. New York, New York, Instructional Materials Laboratories.

A valuable and comprehensive discussion of emergencies and how to handle them. Illustrated with diagrams and sketches. Teachers and upper level reader.

Emphysema - When The Breath Of Life Falters. Public Affairs Pamphlet No. 326. U.S. Department of Health, Education and Welfare.

Information about this disease that is increasingly prominent. The nature and cause, symptoms, and treatment. Teacher and upper level readers.

Family Life In The U.S.A. Easy Reader. Alesi, Gladys and Pantell, Dora. New York, New York, Regents Publishing Company, 1962. 138 pp.

Intended for the foreign-born, this book acquaints them with life and customs in the United States. Grades 3-4.

Family Planning. Leaflet - All levels. Children's Bureau.

Family Planning Pamphlets. World Population, New York, New York.

Escape From Fear. Comic book style. Upper level readers.
Birth Control Facts For Families.
For Men Only. (Amusing, cartoon style).
Plan Your Children.

Simply written leaflets that present the ideas of the joy of children and the benefits of choice and planning for families. Beginning levels.

Fight Back! The Ungentle Art of Self Defense. Washington, D.C., Federal Trade Commission.

A leaflet giving some suggestions about what to do to avoid being gypped and how to fight back.

Finding Ourselves. Cochran, Eileen. Phoenix, New York, Frank A. Richards Publisher, 1964. 42 pp.

Practical geography that includes highway map reading and traffic signs. Comprehension questions are based on the reading. Fine illustrations. Grade levels 4 and up.

First Aid. New York, New York, Instructional Materials Laboratories.

Programmed Instruction for ten-hour course. Contact local American Red Cross Office for information.

Fitness For The Future. New York, New York, Instructional Materials Laboratories.

A special course offered by the American Red Cross. Four sessions: Living Healthfully, Living Wisely, Living Safely, Living Leisurely. Ask about group leaders' manual and possibilities of a course.

Food and Drug. Dennis The Menace Takes A Poke At Poison. Comic book. Department of Health, Education and Welfare. Food and Drugs.

Especially valuable: Message to Parents from the Surgeon General of the Public Health Service and the Commissioner of Food and Drug. All levels.

Food Buying Guide and Recipes For The Project Head Start Centers Feeding Program. U.S. Economic Opportunity Office. Washington, D.C., Office of Economic Opportunity, 1965. 49 pp.

Information for figuring food quantities needed, sizes of servings, and suggested recipes for breakfast, lunch, and snacks at Head Start Centers.

The Gift Of Life. Health Education Service.

A picture book for parents to help them teach their boys and girls about birth and human growth. Information is carefully selected and presented in simple sketches with a minimum of words. Produced by New York State Department of Health. Write for free copy.

Going To Have A Baby? Carnes, Marion. Baltimore, Koinonia Foundation, Pikesville, Box 5744, 1958. 16 pp. $.30.

Pamphlet written for the near illiterate mother-to-be. Grade three.

A Good Home For The Family. Jeffery, Nina. Haskell Institute, Publications Service, Lawrence, Kansas 66044, 1965. 49 pp.

This booklet prepared for the Bureau of Indian Affairs is suitable for low income groups. It disucsses use and care of household equipment, washing dishes, bathroom care, caring for one's yard. Grade level 3-5.

The Glue Sniffing Problem. Information Materials Press, 25 West 45th Street, New York, New York 10036.

For teachers and advanced Adult Basic Education readers. Public Health Service.

The Happy Family. Levy, John and Munroe, Ruth. New York, Knopf, 1938. 319 pp. $4.95, textbook ed., $3.50.

Advice on maintaining a happy home and family life.

Happy Housekeepers. Prevo, Helen R. Frank A. Richards Publisher, 1964

The story of two domestics. Suitable for females. Includes vocabulary and exercises. Grades 4-6.

Have Fun - But . . . Instructional Materials Laboratories.

A poster about safety precautions regarding swimming.

Health For Hapiness. Whaley, R. F. Frank A. Richards Publisher, 1966. 106 pp.

Deals with causes of disease and death, mental health, good eating habits, quacks. Grade levels 7-9.

Helping Your Child Develop His Potentialities. Strang, Ruth. New York, Dutton, 1965. 256 pp. $4.50.

Written to advise parents and teachers on how best to help children in their physical, mental, educational, vocational, and spiritual development.

Helping Your Children: A Basic Guide For Parents. O'Connor, Grace. Austin, Texas, Steck-Vaughn Company, 1966. 103 pp. $1.60.

Easy-to-read book on the ways a parent can help his children to be happy and healthy and to do well in school.

Here Are Some Ways To Make Eating Fun For Your Small One. Evenson, Beverly. Baltimore, Maryland, Koinonia Foundation, Pikesville, Box 5744, 1958. 10 pp.

A simply written and illustrated booklet for the beginning adult reader, prepared as a class assignment at the Literacy Center, Koinonia Foundation.

Home Economics. Curriculum Bulletin. New York, New York City Board of Education, 1963. 169 pp. $1.75.

A course of study and syllabus which covers all the areas of home economics taught in the New York junior high schools. Includes food, clothing, child care, home care of the sick, and home accessories. Grades 7-8-9.

Home Economics: Foods and Household Care For Years 7-8-9. New York, New York City Board of Education, 1943. 71 pp. $.20.

A home economics program covering many aspects of homemaking such as nutrition, care of children, clothing and hospitality.

Homemaking Education Programs For Adults. U.S. Office of Education. Washington, D.C., U.S. Office of Education, 1960. 62 pp. Superintendent of Documents. $.25.

A bulletin planned for the use of those developing and administering programs of adult education in home and family living. This booklet was prepared in the Home Economics Education Branch of the Office of Education.

Home Nursing -- Programmed Instruction. Instructional Materials Laboratories. Student's manual and instruction manual.

For the teacher. Adapted edition for grade 4 reading level in preparation by Mott Foundation, Flint, Michigan.

Hooked-Johnny Gets The Word. Information Materials Press. 25 West 45th Street, New York, New York 10036.

Picture books in comic book format about problems of drug addiction and venereal disease. Public Health Service.

How To Be A Successful Mother. Featheringill, Eve. New York, Morrow, 1965. 223 pp. $4.50.

Written especially for the mother of more than one child, this book contains much helpful advice.

How To Care For Your Dog. Bethell, Jean. New York, Scholastic Book Services, 1964. 64 pp. $.45.

Illustrated, easy-to-read book about the care and training of dogs.

How To Cook For Your Family. Moore, Elizabeth. Illustrated by Rensenhouse, Barbara. Kalamazoo, Michigan, Kalamazoo Branch AAUW Literacy Writing Project, Marion D. Spencer, ed., and Kalamazoo Public Library System, 1965. imp. $.70.

A cookbook written for the adult with limited reading ability. Contains recipes using surplus and inexpensive foods.

How To Double Your Child's Grades In School. Schwartz, Eugene M. New York, Fell, 1964. $4.95. 259 pp.

Techniques for helping a student read, study, take tests and do assignments more effectively.

How We Live. Cass, A. W. New York, Noble and Noble, 1949. 148 pp. $2.00.

A beginning book for the illiterate or near illiterate reader. It begins with pictures and progresses to easy sentences and paragraphs.

How You Plan And Prepare Meals. Carson, Byrta and Ramee, MaRue Carson. St. Louis, Webster Division, McGraw-Hill, 1962. 562 pp. $5.60.

Well written, easy to understand text on planning, preparing, and serving meals. Has many illustrations which will prove helpful to the student.

I Can Tell Time. Hill, Jessie L. U.S. Department of the Interior, 1954. Grade level 1.

Illness Among Children. Children's Bureau Publication No. 405.

Valuable information for teachers to use in presenting the extent of the problem of home accidents and of the problem of children's illness.

Infant Care. U.S. Children's Bureau. Washington, D.C., Children's Bureau Publications No. 8-1963, reprinted 1965. 108 pp. Superintendent of Documents. $.20.

A completely new edition of a pamphlet covering all aspects of caring for a baby during his first year.

Life With The Lucketts. Morris, Phyllis D. Holt, Rinehart, and Winston, 1965. 151 pp.

This paperback book tells the story of an urban family and their problems. Subjects covered include jobs, safety, family problems, consumer education, and school relationships. Vocabulary and comprehension are stressed. Good for individual reading, group reading and discussion. Grade 5 and up.

A Light On The Subject Of Smoking. Children's Bureau Publication No. 448.

For parents to share with their children. Reading level 6th and 7th.

A Living Pump. Chart. 11" x 17" Department of Health, Education and Welfare.

Describes the circulation of the blood.

Looking Forward To School. New York, New York, Equitable Life Assurance Society of the U.S.

Good suggestions for parents of children about to start to school. The Adult Basic Education teacher should select the points that seem to fit the needs of the group.

Metropolitan Life Insurance Company. Health and Welfare Division, 1 Madison Avenue, New York, New York 10010

As Others See Me. Higgins, Geneva. Maryland, Koinonia Foundation, Box 5744, Baltimore.

Personal grooming, Making a good impression. Illustrated, Grade 2.

Bare Facts About Smoking. Heart Association.

Casper And The Friendly Dentist. American Dental Association.

For parents to share with young children.

Child's Guide To Fire Safety. National Board of Fire Under-writers.

Check Your Home. Prudential Life Insurance Company.

Danger Signals. Cancer Society.

Everyday Tensions In Women's Lives. Connecticut Mutual Insurance Co.

Good material for discussion of mental health problems. Grades 4-6.

Food For Young Children. National Dairy Council.

Fun On A Bike. National Safety Council.

Go Places, Gal. National Dairy Council.

Suggestions for good health and good grooming for the young adult.

Handbook Of Child Safety. American Academy of Child Safety.

Happy Journey Preparing Your Child for School. National Congress Of Parents and Teacher.

Health Book For Adult Basic Education. Raleigh, North Carolina, North Carolina Division of Adult Education and Community Services, State Board of Education 27602.

My Health Reader. Adair, J. B. (Dr.). Texas Education Agency and Texas Department of Health. Order from Office of the Dean, Division of Extension, The University of Texas, Austin, Texas.

Safe At Home And In The Community. John Hancock Life Insurance Co.

Safety, Your Child Heritage. Prudential Life Insurance Company.

What School Children Think About Smoking. Heart Association.

Without Warning. Comic book style. Tuberculosis Association.

You're On Your Way. National Dairy Council.

Brochure for health and personal grooming for young men relating to job and social life.

Measure, Cut And Sew. Starks, Johnetta. New York, Holt, Rinehart, and Winston, 1966. 202 pp. $2.48.

One of the Holt Basic Education, First Series volumes (from zero through 4th grade reading level). Includes general sewing instructions, and directions for making skirts, blouses, and dresses.

The Mentally Retarded - Their New Hope. Department of Health, Education and Welfare.

This booklet is a part of a National campaign to inform the public about the scope of mental retardation and what must be done to assure the mentally retarded their rightful place in our democratic society. Teachers.

Moving Into Adolescence - Your Child In His Pre-Teens. Children's Bureau Publication No. 431.

Teacher and upper level readers. Valuable information, simply presented.

My Garden. Dailey, Tonita. U.S. Department of the Interior, 1954. Grade levels 1-3.

Nutrition Guide For Teachers. Colorado, State Department of Education. Denver, Colorado, The Department, 1962. 22 pp.

Subtitled, "A manual of suggestions, ideas and activities on nutrition education." Includes a bibliography of books, pamphlets and films.

Our Family. Duley, Alvin J. U.S. Department of the Interior. Grade levels 1-3.

Overweight - Underweight. The Equitable Life Assurance Society of the United States.

Open-cut leaflet with accurate information and sound suggestions. Chart for recording weight record.

Plans For Living, Your Guide To Health And Safety. Hudson, Margaret W. and Weaver, Ann A. 1965. 58 pp.

A softcover worktext that deals with eating habits, cleanliness, safety and mental health. Designed for teenagers but useful for adults. Grade level 3.

Protection Against Communicable Diseases. The Equitable Life Assurance Society of the United States.

Interestingly written and illustrated. Chart of children's diseases and pertinent information, suggestions about precautions against catching and passing on diseases, chart for checking the Family's P. Q. (Protection Quotient).

Public Health Service.

The leaflets listed below are a few of the many available. Local public health service may provide copies. Reading level varies. Upper level adult basic education students can read some of them. The teacher will find useful information that can be adapted for all reading levels.

Alcoholism
Allergy
Arthritis & Rheumatism
Asthma
Cancer
Cigarette Smoking
Chronic Bronchitis & Emphysema
Have You Seen This?
  (Warning on Cigarette Package)
Better Teeth For Life
Glaucoma
Chickenpox
The Common Cold
Mumps
Home Refuse Storage
Constipation
Anemia
Healthy Teeth
Diabetes
Emphysema
Hay Fever
Home Care of the Sick
Home Sanitation
Hookworm Disease
Insects That Carry Disease
Louse Infestation
Measles
Poison Ivy
Pinworms
Radiation
Rheumatic Fever
Ringworm
Septic Tank Care
Simple Goiter
Some Facts About Suicide
Sunstroke
Swimming
About Syphillis and Gonorrhea
Tapeworm
Tetanus
Trichinosis
Tuberculosis Today
Whooping Cough
Varicose Veins

Safe Drinking Water. Clark, Ann Nolan. U.S. Department of the Interior, 1956. Grade levels 1-3.

Seat Belts Save Lives. Department of Health, Education, and Welfare.

Accident prevention. Presentation appeals to all levels.

Sewing Is Fun; authorized abridgement. Paul, Edith. New York, Scholastic Book Services, 1964. 63 pp. $.35.

Simply written, illustrated introduction to sewing. Prepared under the supervision of the Education Department of the Singer Sewing Machine Company.

Some Resources For Family Life Education. Curriculum Research report. New York, N.Y., The Board of Education, 1963. 84 pp. $1.00.

Lists of New York community agencies which function in family life education. Also lists of professional organizations in this field and suggested reading materials, films and filmstrips.

Some Ways To Make Your Home Safe. Simpson, Dorothy. Illustrated by Stafford, Patricia. Booklet No. 6. Kalamazoo, Michigan, Kalamazoo Branch AAUW Literacy Writing Project, Marion D. Spencer, ed., and Kalamazoo Library System, 1966. 13 pp. $.30.

One of a series written for the adult with limited reading ability. Contains sugestions for keeping ones home and children safe.

Sunburn. Simpson, Dorothy. Illustrated by Nancy Neerken. Booklet No. 7. Kalamazoo, Michigan, Kalamazoo Branch AAUW Literacy Writing Project, Marion D. Spencer, ed., and Kalamazoo Public Library System, 1966. unp. $.25.

An illustrated booklet on the prevention and cure of sunburn. For the adult with limited reading ability.

Taking Stock. Dare, Beatrice F., and Wolfe, Edward J. Chicago, Educational Opportunities Project, Follett, 1966. 23 pp. $.69.

A simply written booklet of readings and exercises based on good and bad character traits. One of the Accent/Personality Series.

Teenagers: Marriage, Babies. World Population.

Wholesome approach, helpful ideas for planning one's life. Highly recommended for the young adult and for parents of growing children. All levels.

Ten Little Children Series. Imagination, Inc.

Highly recommended. Colorful, amusing leaflets with safety rules: Bicycle riding, swimming, driving, smoking, etc. Used in school health programs but have high adult appeal. Good for parents to share with children. Grade level 4-6.

The Thomas' Live Here. Goss, Jocelyn Pretlow. Holt, Rinehart, and Winston, 1965. 150 pp.

This softcover book tells the life of a family living in the country. Topics covered include farming, home management, personal relationships, safety, civic responsibilities and community services. Good for individual reading or in group reading and group discussion. Vocabulary and comprehension are stressed. Grade 5 and up.

Using Dollars and Sense. Kahn, Charles H. and Hanna, J. Bradley. Fearon, 1963. 127 pp.

A softcover worktext that is at a more advanced level than Money Makes Sense by the same publisher. Reviews addition and subtraction and introduces multiplication and division. Consumer subjects such as: buying, figuring salaries, saving for a car, family budget, and savings and checking accounts. Reading grade 3 and up.

Viruses, Colds and Flu. Public Affairs Pamphlet No. 395. Department of Health, Education and Welfare.

Factual interestingly written presentation. Useful information. Teacher and upper level readers.

We Are What We Eat. Spitze, Hazel Taylor. Austin, Texas, Steck-Vaughn, 1966. 101 pp. $.72.

A reader and workbook for the beginning reader. Stories are of family experiences and teach facts of food and nutrition.

When Teenagers Take Care of Children. Children's Bureau Publication No. 409.

Helpful information for mothers and adult baby-sitters too. Teacher and upper level readers.

Why Nick The Cigarette Is Nobody's Friend. Children's Bureau Publication No. 477. 1966.

Written for 4th and 5th grades. For parents to share with their children but with meaning for adults. Clever drawings.

Why You Need Insurance. Gillespie, George and Wanyee, George. 1963. 24 pp.

Discusses fire, car, health and life insurance. Includes a glossary of insurance terms. Grade 4-5.

Wisdom With Children. Kugelmass, I. Newton. New York, John Day, 1965. 529 pp. $8.95.

A comprehensive child care guide covering all ages from infancy through adolescence.

With Needle and Thread. Howard, Ruth. Illustrated by Newsome, Mary Ellen. Booklet No. 5. Kalamazoo, Michigan, Kalamazoo Branch AAUW Literacy Writing Project, Marion D. Spencer, ed., and Kalamazoo Library System, 1966. unp. $.50.

How to keep your clothes ready to wear. One of a series written for the adult with limited reading ability. Contains illustrated instructions for mending and darning.

Working In The Year. Calloway, Ann. Booklet No. 4. Michigan, Kalamazoo Branch AAUW Literacy Writing Project, Marion D. Spencer, Ed., and Kalamazoo Public Library System, 1966. 102 pp. $.80.

A booklet on gardening for the adult with limited reading ability. Gives instructions for work to be done throughout the year.

You And Your Baby. John Hancock Mutual Life Insurance Company. Imagination, Inc. 32 pp.

Good discussion of baby care. Teacher and upper level readers.

You Are Heredity and Environment. Chicago, Education Opportunities Project, Follett, 1965. 22 pp. $.69.

A simply written booklet of readings and exercises based on heredity and environment. One of the Accent/Personality Series.

You And The Law. Crabtree, Arthur P. Holt, Rinehart, and Winston, 1964. 250 pp.

Attempts to explain law to the layman. Discusses contracts, mortgages, wills and landlord-tenant relationships. Good as a basis for discussion. Difficult reading. Grade level 8 plus.

You And Your Needs. Instructor's Book. Chicago, Educational Opportunities Project, Follett, 1966. 22 pp. $1.50.

An instructor's guide to the booklet "You and Your Needs" which contains readings and exercises on the needs of the body, the need for attention and the need to achieve. One of the Accent/Personality Series.

You And Your World. Bolinger, Willeta R. Fearon, 1964. 118 pp.

A softcover worktext that helps the student to understand more about himself, his family, neighborhood, school, city, county, state, country, continent and world. Designed for teenagers, some parts of the book should be omitted. Grade level 2 and up.

You Can Quit Smoking. Children's Bureau Publication No. 433.

Addressed to teenagers but all right for adults. Content refers to health, money for other items.

Your Baby's First Year. Washington, D.C., Children's Bureau Publication No. 400-1962, reprinted 1965. Superintendent of Documents. $.15.

Simply written picture leaflet explaining the most important points on baby care.

Your Child From 1 to 6. Washington, D.C., Children's Bureau Publication No. 30-1962, reprinted 1964. 97 pp. Superintendent of Documents. $.20.

Explains how a child grows during the ages from 1 to 6, physically, emotionally and mentally, and how the parent can help him.

Your Children's Feet and Footwear. Children's Bureau Folder No. 41.

Practical suggestions. Reading level 5-7 grades.

Your Family and Your Job. Cass, A. W. New York, Noble and Noble, 1948. 71 pp. $2.00.

A reading book on the intermediate level for the use of adults. The topics include everyday matters, such as homemaking, use of leisure time and family relations.

Your Home And You. Greer, Carlotta C. and Gibbs, Ellen P. Boston, Allyn and Bacon, 1962. 30 pp. $.20. Teacher's Manual.

To be used with Your Home and You, the textbook by the same authors.

Your Meals and Your Manners. East Lansing, Michigan, Cooperative Extension Service, Michigan State University, n.d. 12 pp.

A leaflet on table manners, table setting and serving.

Your Pre-School Child's Eyes. Children's Bureau Folder No. 54.

Information and suggestions of great value for parents. Teacher and upper level readers.

Your Teenage Children and Smoking. Children's Bureau Publication No. 423.

Valuable help for parents. Upper level reading.

CHAPTER 9 - ADMINISTRATION OF ADULT PROGRAMS

A. GENERAL READINGS

Administration of Adult Education. Verner, Coolie, and White, Thurman. (eds.) Adult Education Theory and Method Series. Washington, D. C., Adult Education Association, 1965. 45 pp.

Adult Basic Education: Report of Institute for Teachers of Adult Basic Education. Kleis, Russell J. and Williams, Sue. (eds.) Michigan State University, 1965.

Adult Elementary Education. Angelica Cass and Arthur P. Crabtree. New York: Noble and Noble, Inc., 1954.

Adult Education and Adult Needs. Robert James Havighurst and Betty Orr. Brookline, Mass. CSLEA, 1960.

Adult Basic Education in California, Progress Report. Steves, Roy W. Bureau of Adult Education, Los Angeles, March 15, 1967.

Adult Basic Education Program. Skills Center, MDTA. Detroit, Michigan. Adult Basic Education Program. 1501 Beard Street

A program developed to help unemployed adults to meet academic requirements of Manpower Development Training programs. Several leaflets have been printed to explain the program and give suggestions for teaching and discussion.

Adult Education: Outlines of an Emerging Field of University Study. Adult Education Association of the U.S.A. Washington, D. C. 1964. 334 pp. $5.00

A collection of papers by university professors of adult education on the character and scope of the field. Also lists references for further study.

Adult Education Procedures. Bergevin, Paul, et al. Greenwich, Conn.: Seabury Press, 1963, 245 pp.

Adult Elementary Education. Cass, Angelica and Arthur P. Crabtree. New York: Noble and Noble, Inc., 1954.

Adult School Graduation Requirements and Curricula. Los Angeles, Calif. City Schools, Division of College and Adult Education, Adult Education Branch, 1962. 40 pp.

A pamphlet explaining the Los Angeles adult public school requirements for entrance and graduation, and the basic required curriculum.

Adult Education Promotion Packet. National Association of Public School Adult Educators. Washington, D. C., The Association. $1.00

Adult Education Movement in the United States. Malcolm S. Knowles. New York: Holt, Rinehart, and Winston. 1962.

Adult Elementary Education. A. W. Cass. New York: Noble, 1956. 274 pp. $4.50.

Adult Education and Adult Needs. Robert James Havighurst and Betty Orr. Brookline, Massachusetts, CSLEA, 1960.

Adult Education. Verner, Coolie and Booth, Alan. Washington: Center for Applied Research in Education, 1964. 118 pp.

Adult Education. Homer Kempfer. New York: McGraw-Hill, 1955.

The Adult Literacy Project, A Study of Varied Educational and Operational Research in the Training of Functional Illiterate Adults. Krebs, Annette B.

An interim report (vols. 1 and 2.). Brandeis University, Waltham, Mass. U. S. Office of Economic Opportunity, Washington, sponsor. Massachusetts Council for Public Schools, Boston, sponsor, Nov 66 cap 593 D 130 pp.

Architecture for Adult Education. Adult Education Association: Commission on Architecture. Washington, D. C.: Adult Education Association. 74 pp.

Area Approach to Continuing Education, An: Report of Study and Recommendations for a Coordinated System of Continuing Education. Russell J. Kleis (ed.) Educational Publication Services, Michigan State University, 1967.

Better Boards and Committees. Adult Education Association. (Leadership Pamphlet No. 14) Chicago: Adult Education Association, 1957, 48 pp.

Case for Adult Education. Washington, D. C., The Association, 1959, 24 pp. $.40.

Creative Leadership of Adult Education. New York: Prentice-Hall, 1951

Communications or Conflict: Conferences, Their Nature, Dynamics and Planning. New York: Association Press, 1960.

Conducting Workshops and Institutes. Adult Education Association. (Leadership Pamphlet No. 9) Chicago: Adult Education Association 1956, 48 pp.

Conferences That Work. (Leadership Pamphlet No. 11) Chicago: Adult Education Association, 1956, 48 pp.

Directory: Federal Support for Adult Education. Adult Education Association, Washington, D. C., 1966, 111 pp.

Discussion and Conference. William Sattler and N. Miller. (eds.) New York: Prentice-Hall, Inc., 1954.

Drive Against Illiteracy, The. Isenberg, Irwin. New York, H. W. Wilson, 1964. (The Reference Shelf, v. 36, no. 5) 164 pp. $3.00.

In four parts: The world-wide struggle against illiteracy. The uneducated millions, The underprivileged, Literacy campaign for the United States.

Each One Teach One: Frank C. Laubach, Friend to Millions. Marjorie Medary. New York, David McKay, 1954. 227 pp. $3.75.

The story of Frank C. Laubach's work, travels, and methods of teaching Bibliography.

Educationally Deficient Adults: Their Education and Training Needs. U. S. Department of Health, Education and Welfare, Office of Education. (A Study for the Manpower Development and Training Program). Government Printing Office. Washington, D. C. 1965.

Effective Public Relations. (Leadership Pamphlet No. 13) Adult Education Association. Chicago. 1957, 48 pp.

The EOA Basic Education Community in John Adams Adult School. San Francisco Unified School District. 1965-66.

Financing Continuing Education. J. R. Kidd. New York: Scarecrow Press. 1962.

Focus on Public School Adult Education. Washington, D. C., Association, 1963. 200 pp. $5.00 ($2.00 to Association members)

Yearbook of NAPSAE. This volume is designed to assist in meeting the challenge of change. Focuses on: Boom in Adult Education, our preparedness, research, NAPSAE projects.

Free Time, Challenge to Later Maturity. Wilma Donahueet. al. (eds.) Ann Arbor: University of Michigan Press, 1958.

Getting and Keeping Members. Adult Education Association. (Leadership Pamphlet No. 12) Chicago: Adult Education Association, 1956, 48 pp.

How to Organize and Adult Education Program in Your Community. Washington, D. C., The Association, 1964. $.25.

This booklet contains suggestions for the interested citizen, the professional educator, and members of the board of education.

Group Thinking and Conference Leadership. William Emil Utterback. New York: Rinehart, 1950. 248 pp.

Includes bibliographies.

Informal Adult Education. Knowles, M. S. New York: Association Press, 1950.

Inquiring Mind, The: A Study of the Adult Who Continues to Learn. Madison, Wisconsin: University of Wisconsin Press, 1951

Institutional Backgrounds of Adult Education: Dynamics of Change in the Modern University. Brooklin, Mass.: Center for the Study of Liberal Education for Adults, 1966.

It Can Be Done. National Association for Public School Adult Education. Washington, D. C., The Association, 1964. 54 pp. $1.00

A booklet containing suggestions for setting up a new program for adults, extending an already existing program, and enriching all programs.

Leadership for Action in Rural Communities. Burton Kreitlow, E. W. Aiton and Andrew P. Torrence. Dansville, Illinois: Interstate, 1960

Leadership and the Power of Ideas. Martin Tarcher. New York: Harper Row, 1966. 187 pp.

Literacy and Basic Elmentary Education for Adults. Betty Arnett Ward. Washington, D. C., U. S. Department of Health, Education and Welfare. 1961, 126 pp. Superintendent of Documents. $.55.

A selected, annotated bibliography on various phases of adult education. Covers the background, activities, and programs in the United States and abroad, leadership development, and educational information sources.

Literacy Education. A Series of Reprints from School Life. Washington, D. C., Federal Security Agency, Office of Education. 13 pp. $.15.

Six articles by specialists in the field of adult education, on various phases of literacy education.

Literacy Training and Upward Mobility in Community Action. Woolman, Myron and Carey, Gordon R. (A Report on the Literacy Instructor Project). The Institute of Educational Research, Inc. (A Study for the Office of Economic Opportunity under sub-contract to the United Planning organization). Washington, D. C. 1966.

Massive Attack on Illiteracy: The Cook County Experience. Hilliard, Raymond M. (In The American Library Association Bulletin ALA LVII, December, 1963, pp. 1034-1038).

Metropolitanism: Its Challenge to Education. National Society for the Study of Education. 67th Yearbook, Part I. Chicago: Press. 1968.

The New Media and Education. Rossi, Peter H. and Biddle, Bruce J. Chicago: Aldine Publishing Co., 1966

No Frontier to Learning. Beals, Ralph and Norman Humphrey, Minneapolis, University of Minnesota Press, 1957.

Participants in Adult Education. Verner, Coolie and Thurman White, (eds.) Washington, D. C.: Adult Education Association, 1965. 44 pp.

People, Programs, and Persuasion. Milton R. Stern. (Notes and Essays on Education for Adults, No. 33) Brookline, Mass.: CSLEA, 1961 101 pp.

Perspectives on Automation: Three Talks to Educators. Theobald, R. et al. (Notes and Essays on Education for Adults, No. 43) Brookline, Mass.: CSLEA, 1964, 43 pp.

Philosophy for Adult Education, A. Paul Bergevin. New York: Seabury Press, 1967.

Planning Better Programs. (Leadership Pamphlet No. 2) Chicago: Adult Education Association.

Processes of Adult Education. Verner, Coolie and White, Thurman (eds.). (Adult Education Theory and Method Series) Washington, D. C. Adult Education Association, 1965. 57 pp.

Public School Adult Education: A Guide for Administrators. John W. Thatcher (ed.) Rev. Ed. National Association for Public School Adult Education. 1963.

Public School Continuing Adult Education: A Guide for Administrators. Nathan C. Shaw (ed.) National Association for Publicly Supported Adult Education, Washington, D. C. 1969.

Public School Education: A Guide for Administrators. J. H. Thatcher. Washington: National Association of Public School Adult Educators. 1963.

Pursuit of Excellence, The: Education and the Future of America. Rockefeller Brothers Fund. American at mid-century series. Garden City, New York, Doubleday and Company, 1958. 49 pp. $.75.

This is special studies project report V and is a report of education for the future, stressing the importance of individual and of the creative person.

Reason and Discontent: The Task of Liberal Adult Education. Pasadena, Calif., The Fund for Adult Education, 1954. 48 pp.

Reprint of three lectures on the importance of adult education. The lectures were given under the auspices of the University of Wisconsin.

The Residential School in American Adult Education. Pitkin, Royce S. (Notes and Essays on Education for Adults, No. 14) Brookline, Mass. CSLEA, March 1956, 45 pp.

Schoolman's Guide to Federal Aid, and Implementation of Projects, A. Reprinted from School Management, December, 1965. In two parts. Part 1 is titled, "How to develop programs and design projects", and Part 2, "24 case histories for you to consider."

Second World Conference on Adult Education. United National Educational, Scientific, and Cultural Organization (UNESCO). 1963. 48 pp. $.50.

A report on the conference, resolutions adopted, and an analysis of reports. May be ordered from UNESCO publications Center, 801 Third Avenue, New York, NY.

Sociological Backgrounds of Adult Education. Hobert W. Burns. (ed.) Chicago, Center for the Study of Liberal Education for Adults. 1964.

Notes and Essays on Education for Adults.

Strategies of Leadership in Conducting Adult Education Programs. Alexander A. Liveright. New York Harper and Brothers, 1959.

Streamlining Parliamentary Procedure. (Leadership Pamphlet No. 15) Chicago: Adult Education Association.

A Study of Communications to Adults of Limited Reading Ability by Specially Written Materials. Laubach, Robert S. (Ph.D. Thesis) Syracuse University, Syracuse, N. Y. 1963. 189 pp.

Successful Conference and Discussion Techniques. Harold P. Zelko. New York: McGraw-Hill, 1957, 264 pp.

Supervision and Consultation. (Leadership Pamphlet No. 7) Chicago: Adult Education Association, 1956, 48 pp.

Survey of Judgments of Leaders. Washington, D. C., National Commission on Adult Education Finance. Adult Education Association of the USA. n.d. 16 pp.

A booklet designed to provide committees studying adult education with helpful statistics and questions.

Volunteers for Learning: A STudy of the Educational Pursuits of American Adults. John W. C. Johnstone and Ramon J. Rivera. Chicago Aldine Press, 1965.

Week-End Learning in the U.S.A. Schacht, Robert H. (Notes and Essays on Education for Adults, No. 29) Brookline, Mass. CSLEA, 1960 21 pp.

Workshop in Adult Basic Education: Workshop Report and Resource Document. William Dowling (ed.). Columbus, Ohio: Center for Adult Education, Ohio State University, 1967.

Writer's Handbook for the Development of Educational Materials. U. S. Education Office. Barbara Nolen and Delia Goetz. Washington, D. C. U. S. Dept. of Health, Education, and Welfare, Bulletin 1959, No. 19 1959. 183 pp. Superintendent of Documents. $1.00.

A handbook for those who wish to write textbooks and similar material. Writing, printing, readability and illustrations are among the subjects treated.

B. CURRICULUM GUIDES

ABE Curriculum and Its Development, The. Irwin R. Jahns and Henry C. Brady, Jr. (eds.) Tallahassee, Florida: Florida State University, 1968.

Basic Principles of Curriculum and Instruction. Tyler, Ralph W. Chicago. University of Chicago Press, 1950, 83 pp.

Curriculum Guide to Adult Basic Education. Edith S. Green (ed.) U. S. Department of Health, Education and Welfare, OE-13022. 1966. 352 pp.

Curriculum Guide to Adult Basic Education, Intermediate Level. Jennie-Clyde Hollis. U. S. Department of Health, Education, and Welfare, OE-13031. 1966. 229 pp.

Curriculum Library. Kalamazoo, Michigan. Public Schools Kalamazoo, Michigan. Division of Instruction, Guidance, and Pupil Personnel, Public Schools, 1965. 23 pp.

An annotated list of books to be found in the curriculum library of the Kalamazoo Public Schools covering child study, creativity, curriculum development, discrimination, guidance, teaching, and other subjects relating to the field of education.

Curriculum Materials for Trade and Industrial Education. U. S. Education Office. Washington, D. C., U. S. Department of Health, Education, and Welfare, 1961. 76 pp. Superintendent of Documents. $.30.

Subtitled, "A listing of materials available from State and local sources." Annotated.

Guide for Adult Basic Curriculum, Beginning Level. Edith S. Green. Washington: Bureau of Adult and Vocational Education, U. S. Office of Education, 1966.

C. COMMUNITY PROGRAMS

Adult Education: The Community Approach. Paul H. Sheats and Clarence D. Jayne and Ralph B. Spence. New York: Dryden Press, 1953.

Civic Education Programs for Adults. (Curriculum series, No. 1) National Association of Public School Adult Educators. Washington, D. C., The Association, 1956. 64 pp. $1.50

Written to aid those planning an adult education program in the field of civic education. Discusses planning, types of programs, and administering the program.

Classrooms in the Factory. Harold F. Clark and Harold S. Sloan. Rutherford, N. J., Fairleigh Dickinson University, 1938.

Classrooms on Main Street. Harold F. Clark and Harold S. Sloan. New York, Teachers College Press, Columbia University, 1966.

Classrooms in the Stores. Harold F. Clark and Harold S. Sloan. Sweet Springs, Missouri: Holbury Press, Inc., 1962.

Community, The: An Introduction to a Social System. New York: The Ronald Press Company, 1966.

Community Action Program Guide. U. S. Economic Opportunity Office. V. 1 and 2. Washington, D. C., Community Action Program, Office of Economic Opportunity, 1965.

V. 1 gives instructions for developing, conducting, and administering a community action program and V. 2 contains instructions for the financial management of its funds.

Community Adult Education. Robert H. Snow. New York: Putnam, 1955.

Community Education Project, The. Eugene I. Johnson. San Bernardino, California: San Bernardino Valley College, 1956.

Community Service Dimension of the Community College. 1969.

Community Organization in Action. Ernest B. Harper and Arthur Dunham. New York: Association Press, 1959.

Community Organization: Theory and Practice. Murray G. Ross. New York: Harper and Row, 1955.

Our Community. Dorothy Mial and Curtis Mial, New York: New York University Press, 1960.

Cultivation of Community Leaders. William W. Biddle. New York: Harper and Brothers, 1963.

Design for Adult Education in the Church. Paul E. Bergevin and John McKinley. Greenwich, Connecticut: Seabury Press, 1953.

Guide for Adult Education in Kansas, A. State Superintendent of Public Instruction, Topeka, Kansas. 1961, 34 pp.

Influentials in Two Border Cities: A Study in Community Decisionmaking. D'Antonio, William V. and William H. Form. University of Notre Dame Press, 1965.

Library Projects for Inclusion in Proposed Community Action Program. Cleveland (Ohio) Public Library. Cleveland, Public Library, 1964. 8 pp.

Proposed projects for increasing library community services, including help in overcoming illiteracy.

Making Good Communities Better. Irwin T. Sanders. Lexington, Kentucky: University of Kentucky Press, 1950. 174 pp.

Metroplex Assembly: An Experiment in Community Education. Brookline, Massachusetts: Center for the Study of Liberal Education for Adults, 1965.

Overall Economic Development Plan. Costilla County, Colorado. Costilla County, Colorado, The County, 1962.

School and Community Reader, The: Education in Perspective. Edward G. Olson (ed.) New York: MacMillan Company, 1963.

Small Communities in Action. Jean and Jesse Ogden. New York: Harper and Brothers, 1946.

Planning the Community School. N. L. and N. L., Jr. Englehardt. New York: American Book Company, 1940.

What Adult Education Can Do For Your Community. Washington, D. C. The Association, 1201 Sixteenth Street, N. W. 25 for $1.00.

A leaflet explaining the value of an adult education program to a community.

What's Going On In Flint Tonight? Flint, Michigan, Board of Education, 1965. Unpaged. Free.

Working with People in Community Action: An International Casebook for Training Community Workers and Volunteer Community Leaders. New York: Association Press, 1965.

D. LIBRARY PROGRAMS FOR ADULT BASIC EDUCATION

Books Lead the Way Manual. New York. Scarecrow Press, 1964. 152 pp. $1.50.

Written for the teacher or librarian to be used in connection with Books Lead the Way by the same author.

Continuing Education for Adults Through the American Public Library. Robert Ellis Lee. Chicago: American Library Association.

Cooperative Project, A: The Free Library of Philadelphia and the Northern Student Movement Freedom Library. Philadelphia, Pennsylvania, Free Library, 1964. unp.

Discussion of a library in the Negro community of Philadelphia whose program includes leadership training, remedial reading, Negro history, art, music, and community action.

Curriculum Centers and Library Resources for Curriculum Workers in New York City. New York (City) Board of Education. 1961. 61 pp. $.50

A directory to help curriculum workers locate available resources in New York City.

Educational Media in Libraries. Carl H. Melinat. ed. Syracuse, N. Y., School of Library Science, Syracuse University, 1963. 39 pp. $1.50. (Frontiers of Librarianship - Number Six)

Three papers presented at the 6th annual summer symposium at Syracuse University. The papers discuss various phases of the changing role of the librarian which is resulting from the expanding educational technology.

Federal Library Legislation, Programs, and Services. Henry Drennan, ed. Reprinted from the February, 1966, AIA Bulletin. Single copies available from the Library Services Branch, U. S. Office of Education, Washington, D. C. 20003. Quantity orders available from American Library Association, 50 East Huron Street, Chicago, Illinois, 25 copies, $2.50.

A series of articles by staff members of the U. S. Office of Education, covering federal assistance to all types of libraries.

I Want To Buy Books for the School Library, But . . . Kansas, State Department of Public Instruction, 1964. 12 pp. Free.

A pamphlet covering various aspects of selecting and purchasing books. Includes list of bibliographies, types of book dearlers, and procedures for ordering.

Library Image, The. Miriam E. McNally. A Manual of Library Interpretation. Denver, Colorado, Public Relations Planner, P. O. Box 4132, S. Denver Sta., Denver 9, 1960. 31 pp. $1.

Findings of a workshop sponsored by the Montana State Library with a discussion of the library image, suggestions for interpreting the library to the public, and an outline for a community study and survey.

Library, Lifelong University, The. Charles G. Spiegler. Pleasantville, N. Y., Reader's Digest Services, n.d. 32 pp. $.10.

A brief introduction to the use of the library. Contains an annotated suggested book list.

Library's Public, The. Bernard Berelson. New York: Columbia University Press, 1949.

Library Service to Adults. Reprinted from Minnesota Libraries, September 1958, by Adult Services Division, American Library Association, 50 East Huron Street, Chicago, Illinois.

A symposium covering the role of the library in adult reading, reader guidance, group work, and adult services.

Literacy Activities in Public Libraries: A Report for a Study of Services to Adult Illiterates. MacDonald, Bernice. American Library Association, Chicago, Illinois, Adult Services Division.

A Literacy Program for Libraries with Special Reference to the Adult Reading Center. Simpson, Martha. Kalamazoo Public Library, Kalamazoo Michigan, Western Michigan University, 1964.

Written by a student in the Department of Librarianship, Western Michigan University, on adult education methods in libraries.

Monroe County Library System Project for Library Service to the Disadvantaged Projects. Monroe County, New York Library System. Summer, 1965. 7 pp.

An Account of several projects including work in a migrant camp and a hospital clinic.

Pioneer Library System. Rochester (New York) Public Library. Rochester, N. Y., Public Library. 2 parts.

A library service program for the disadvantaged. Contains descriptions of the project, programs planned, and a progress report dated, June 30, 1965, which includes sources of materials and information and a list of inner city personal contacts.

Proposal for Evaluation of Materials in the Kalamazoo Public Library Adult Reading Center for Teaching Reading to Adult Illiterates. Loomis, Virginia Jane. Kalamazoo, Michigan, Western Michigan University, 1965.

This is a summary for comparison of two types of materials, book and non-book submitted for fulfillment of requirements for library research in the Department of Librarianship, Western Michigan University, Kalamazoo.

Public Library for Lifelong Learning, The. Helen E. Wessells. Washington, D. C., U. S. Office of Education, 1963. 36 pp. Superintendent of Documents. $.20.

A booklet showing a number of the services and resources provided by public libraries in the U. S. Illustrated.

Role of the Library in Improving Education in the South, The. Atlanta, Georgia, Atlanta University School of Library Service. 1965. 112 pp.

Proceedings of a conference on this subject sponsored by the Atlanta University School of Library Service with the cooperation of the Emory University Division of Librarianship.

Libraries: Active Agents in Adult Reading Improvement. Alan H. Robinson. Reprinted from the ALA Bulletin, May, 1963. Available on request from Adult Services Division, American Library Association, 50 East Huron Street, Chicago, Illinois. 60611

Libraries: Adult Education Activities in Public Libraries in Germany, Denmark, and England. Reprinted from the ALA Bulletin, July-August, 1963. Chicago, Illinois.

Report of a visit by the author to libraries in these countries.

Librarianship and Adult Education. A. B. Lemke, ed. Syracuse, N. Y., Syracuse University Press, 1963. 55 pp. $1.50.

A symposium prompted by the need to clarify what libraries and librarians can do to improve library adult education works.

Library and Adult Illiteracy, The. Reprinted from the September, 1965, Wilson Library Bulletin. Copies available upon request from the Adult Services Division, American Library Association, 50 East Huron Street, Chicago, Illinois, 60611. pp. 41-83.

A special issue of the bulletin covering the library's role in combating adult illiteracy, explaining a number of teaching methods, listing books for beginning adult readers, and telling of successful library programs.

Libraries and You. Pekay Shor. Englewood Cliffs, N. Y. Prentice-Hall, 1964. 72 pp. $3.25.

A guidebook to the use of libraries written on an elementary grade level.

Libraries in Adult and Fundamental Education. Cyril O. Houle. Paris:. UNESCO, 1951.

Library Education Directory, 1962-63. Washington, D. C., U. S. Department of Health, Education and Welfare, Office of Education, 1963. 31 pp. Superintendent of Documents. $.30.

Information about courses in library education in colleges and universities in the United States.

School Library Services for the Culturally Deprived Child. Richard L. Darling. Washington, D. C., U. S. Department of Health, Education and Welfare, Office of Education, 1963. 4 pp.

A reprint from School Life, October, 1963. Indicates that school libraries are not at present meeting the needs of the culturally deprived child.

Service to Adult Illiterates: Guidelines for Librarians. Committee on Reading Improvement for Adults. Chicago, ALA Adult Service Division, 50 East Huron Street, 1964. Single copies free, up to 100 copies $.05 each.

State Library Extension Services. Washington, D. C., U. S. Department of Health, Education and Welfare, 1960. 54 pp. Superintendent of Documents. $.45.

State Plans Under the Library Services Act. Supplement 3. Washington, D. C. U. S. Department of Health, Education, and Welfare, Office of Education, 1963. 186 pp. Superintendent of Documents. $.75.

Subtitled: "A progress report, the first five years, fiscal years 1967-1971. Prepared by the Library Services Branch. Includes summaries and statistics of plans and programs of states and territories as well as regional statistics.

Young Adult Booklist for Small Public Libraries. New York Library Association. Albany, N. Y., University of the State of New York, 1964. 31 pp.

Annotated list of over 250 titles which have been found of interest to young adults.

CHAPTER 10 - THE TEACHER IN ADULT PROGRAMS

A. PROFESSIONAL READINGS FOR THE TEACHER

Adult Learner, The. (Leaders Digest No. 3). Adult Education Association, Washington D. C. 96 pp.

Adult Reading Improvement. O'Brien, Katherine and Simkin, Faye. Chicago, Adult Services Division, American Library Association, 1963. ASE Guide No. 10.

A bibliography of literature in the field of adult reading improvement, both for the functional illiterate and the general reader who wishes to increase his speed or comprehension.

Bases for Effective Reading. Tinker, Miles A. Minneapolis, Minnesota, University of Minnesota Press, 1965. 322 pp. $7.50.

A report on research on the reading process. Covers the nature of comprehension, eye movements, scientific typography, visual function and illumination, and appraisal of reading efficiency.

Better Reading in Your Schools. Dolch, Edward W. Champaign, Illinois, Garrard Publishing Company, 1957. 40 pp. $.25.

A booklet, written for supervisors, to aid them in helping teachers to improve their teaching of reading.

Better Speech and Better Reading. Schoolfield, Lucille D. Magnolia, Massachusetts, Expression Company, 1951. 218 pp. $3.50. May be ordered from Phonovisual Products, Washington D. C.

A book originally designed to be used in correcting speech defects, but which has been found useful in correcting reading problems as well.

Challenge and Experiment in Reading. International Reading Association, 1962. 258 pp. $2.50. (order from Scholastic Magazines, 33 West 42nd Street, N. Y. N. Y.).

Proceedings of the seventh annual conference of the International Reading Association. The papers cover a wide range of topics on the subject of reading instruction, including discussion and evaluation of research and experimental methods.

Characteristics of Teachers and Methodology in Adult Basic Education. Pearce, Frank C. Stanislaus County Multi-Occupational Adult Retraining Project. Modesto, California, June 1966.

Clinical Studies in Reading II, With Emphasis on Vision Problems. Robinson, Helen M. Chicago, University of Chicago Press, 1953. 189 pp. $3.75.

Reports on research done at the Reading Clinic of the University of Chicago.

Comparative Analysis of Problems in Teaching Adults As Reported By Teachers of Adults and Directors of Adult Education in Public School Reimbursed Home Economics Programs in New York State During the Period 1960-62. Ferrante, Louis Ann. (M.S. Thesis). Ithaca, New York, Cornell University, 1962. 154 pp.

Comparison of the Effectiveness of Adult Residential and Non-Residential Learning Situations, A. Lacognata, A.A. (CSLEA Research Reports) Brookline, Massachusetts: CSLEA, 1961.

Conditions of Learning, The. Gagne, R. M., New York, Holt, Rinehart, and Winston, 1965.

Creating a Climate for Adult Learning. Hunsaker, Herbert C. and Pierce, Richard. Adult Education Association, 1959.

Dimensions of Critical Reading. Newark, Delaware, University of Delaware Press, 1964. 169 pp. $3.00.

Proceedings of the annual Education and Reading Conferences of 1963 and 1964.

Education for Action. Beatty, W. W. Education Division, U. S. Indian Service, 1964. 347 pp.

Selected articles from Indian Education, 1936-43. This volume covers topics of interest to those who are preparing students with a rural background to earn a living and learn self-discipline and accepted ways of behavior.

Factors Related to the Effectiveness of Teachers of Short-Term Adult Vocational Courses. Jones, Charles I. Tallahassee, Florida, Florida State University, 1967. 179 pp. (Ed.D. Thesis). Available from University Microfilms, Ann Arbor, Michigan 48106.

General American Phonetics. Van Riper, Charles G. and Smith, Dorothy Edna. 2nd Edition. New York, Harper and Row, 1962. 248 pp. $4.50.

A text for an introductory course in phonetics. Original title, "An Introduction to General American Phonetics".

Growing Into Reading. Monroe, Marion. Chicago, Scott, Foresman, 1951. 274 pp. $2.80.

An explanation of how readiness for reading develops at home and at school.

Helping Your Child With Reading. Champaign, Illinois, Garrard Press, 1956. 24 pp. $.25.

What a parent can do to develop reading readiness, and to help his child to become a progressively better reader.

How Adults Learn. Kidd, James Robbins. New York, Association Press, 1959.

How Children Learn to Read. Mackintosh, Helen K. Washington D. C., Federal Security Agency, Office of Education, 16 pp. Bulletin 1952, No. 7. Superintendent of Documents. $.15.

Tells how children learn to read and describes the part played by the teacher and the parent in the reading experience.

How to Instruct Successfully: Modern Teaching Methods in Adult Education. Straten, T.F. New York, McGraw-Hill, 1960.

Improvement of Reading, The. Strang, McCullough, and Traxler. Publisher, McGraw Hill Book Company, Inc., 1961.

Improvement of Reading Through Classroom Practice. International Reading Association, 1964. 331 pp. $3.00. (Order from International Reading Association, P. O. Box 119, Newark, Delaware, 19711).

A report of the 1964 convention of the International Reading Association. Contains sections on current concerns in reading, on different phases of reading instruction, and on reading in other countries.

Improving the Teaching of Reading. Dechant, Emerald V. Englewood Cliffs, New Jersey, Prentice-Hall. 1964.

Leader Looks at the Learning Climate, The. Knowles, Malcolm S. Washington D. C. Leadership Resources Inc., 1966.

Literacy U. S. A. Cortright, Richard W. Syracuse, N. Y., New Readers Press, 1964. 64 pp. $.75.

A book written for those who wish to teach illiterates or train literacy teachers throughout the United States.

Measurement and Classification of Teacher Attitudes Toward Adult Illiterates. Johnson, Raymond L., Cortright, Richard W., and Cooper, Jessie V., Mimeographed report available from Richard Cortright, Laubach Literacy Fund, Syracuse, New York.

MDTA Adult Basic Education Program. Skills Center, Detroit, Michigan, Adult Basic Education Program, 1501 Beard Street.

A program developed to help unemployed adults to meet academic requirements of Manpower development Training programs. Several leaflets have been printed to explain the program and give suggestions for teaching and discussion.

On Becoming a Person. Rogers, Carl R. Boston, Houghton Mifflin Company, 1961.

On Teaching Adults: An Anthology. Miller, Marilyn V. (ed.) Notes and Essays on Education for Adults, No. 32.).

Ordered Pluralism: A Philosophic Plan of Action for Teaching. Barton, George E. Jr. (Notes and Essays on Education for Adults, No. 42) Chicago, CSLEA, 1964. 27 pp.

Practical Guide to Individualized Reading for Teachers and Supervisors in the Elementary School. New York City Board of Education, 1960. 158 pp. $2.00.

A compilation of materials on the "Individualized Reading" program in the New York Schools. Intensive work was done with groups of children who had made little progress in reading and this monograph gives the results of the research. It should prove helpful to anyone interested in the teaching of reading.

Reading As An Intellectual Activity. The Association, 1963. 280 pp. $2.50. (Order from Scholastic Book Services, 904 Sylvan Avenue, Englewood Cliffs, N. J. 07632).

Proceedings of the 1963 conference of the International Reading Association. Discusses reading of all age groups, research in reading, and developing lifetime reading habits among other topics.

Reading Faster and Better. Keller, Richard L. Reprinted from the ALA Bulletin, December, 1962. Available on request from Adult Services Division, American Library Association, 50 E. Huron Street, Chicago Illinois.

This is subtitled, "A Report on the Reading Improvement Program of the Brooklyn Public Libary".

Reading Improvement for Adults. Leedy, Paul D., New York, McGraw-Hill Book Company, Inc. 1956.

Reading In A Changing Society. The Association, 1959. 264 pp. $2.00. (Order from Scholastic Magazines, 33 West 42nd Street, N. Y.)

Reading in Action. The Association, 1957. 176 pp. $2.00. (Order from Scholastic Magazines, 33 West 42nd Street, N. Y.)

Report on the second annual conference of the International Reading Association. Some of the topics covered are methods of developing interest in reading, building more effective reading skills, and teaching remedial reading.

Remedial Reading. Champaign, Illinois, Garrard Publishing Company, 1953. 60 pp. $.75.

A pamphlet containing material reprinted from a Manual for Remedial Reading. Contains a discussion of the disadvantages and problems of the poor reader and an outline of a five-step program for remedial work.

Review and Appraisal of Adult Literacy Materials and Programs. Barnes and Hendrickson. Columbus, Ohio Center for Adult Education, The Ohio State University. 1965.

Teaching Adults to Read. Otto, Wayne, and Ford, David. Boston, Houghton Mifflin Company, 1967.

Teaching Adults the Literacy Skills. Brice, Edward W and others. Washington D. C. General Federation of Women's Clubs. 112 pp. $1.00.

A manual for those interested in planning and carrying out literacy programs.

Teaching and Learning in Adult Education. Miller, Harry L. New York, The MacMillan Company, 1964.

Teaching Reading in High School. Karlin, Robert. Indianapolis, Indiana, The Bobbs-Merrill Company. 1964.

Teaching Reading to Adults. Smith, E. H. and Smith, Marie. Washington, National Association of Public School Adult Educator, 1962.

Teaching 600,000 "Johnnys" to Read. New York, The Board, 1963. 40 pp. $.75.

From the proceedings of a city-wide reading conference, covering the teaching of reading skills and supervising a reading program.

Underachiever in Reading, The. Robinson, H. Alan. (Supplementary Educational Monograph). Chicago, University of Chicago Press, 1962. 198 pp. Paperback $3.50.

Proceedings of the annual conference on reading held at the University of Chicago in 1962. Among other topics discussed are testing and teaching the retarded reader, stimulating the reluctant reader and corrective and remedial classes.

What Readability Can Do For You. Klare, George R. and Laubach, S. Syracuse, N. Y., New Readers Press, n.d. 15pp. $.30.

A booklet written for those who wish to write, and to select books for new readers. Contains a list of books for writers.

Wonderful World of Books, The. Stefferud, Alfred. New York, New American Library (Mentor Book) Paperback Edition. 319 pp. $.50.

A book designed to encourage people to read. Some of the topics included are the pleasures of reading, reading more effectively, choosing and using books, and librarians are for you.

B. METHODS AND TECHNIQUES

Adult Education: Theory and Method. Washington, D. C. The Adult Education Association, 1965. $1.00.

A series of pamphlets on various phases of adult education. V-4-Adult Learning: V-5-Processes of adult education: V-6-Participants in adult education: V-7-Administration of adult education.

Adult Education Procedures, Methods, and Techniques. Aker, George F. Syracuse, New York, University of Syracuse, 1965. 163 pp.

Approaches to Adult Teaching. Dees, Norman. London, Pergamon Press, 1965. 190 pp.

Breaking the Sound Barrier: A Phonics Handbook. Caroline, Sister Mary. New York, Macmillan, 1960. 97 pp. $1.60.

A book explaining the author's techniques in teaching reading.

Children Discover Reading: An Introduction to Structural Reading. Stern, Catherine, and Gould, Toni S. N. Y., Random, 1965. 226 pp. $6.95.

An explanation of the structural reading method used successfully with culturally deprived first graders and older children with reading problems.

Comparative Study of Lecture and Discussion Methods, A. Hill, Richard J. (Studies in Adult Group Learning in the Liberal Arts. White Plains, Fund for Adult Education, 1960. 153 pp.

Creative Approach to Writing, A. Hamilton, Mary Glenn, Pleasantville, N. Y., Reader's Digest Services, n.d. 24 pp. $.10.

Ways by which the teacher can help the student to learn to write more creatively.

Exploration in Teaching Styles. Solomon, Daniel, et al. Brookline, Massachusetts, CSLEA, 1961. 45 pp.

Expository Writing, A Motivated Approach. Pleasantville, N. Y., Reader's Digest Services, n.d. 29 pp. $.10.

Helpful suggestions for the teacher of expository writing.

Fact and Fiction About Phonics. Gans, Roma. Indianapolis, Indiana, Bobbs-Merrill, 1964. 107 pp. $1.25.

A discussion of several phases of phonics, and suggestions for their use in teaching reading and spelling.

Handbook of Procedures for Teachers of Adults. New York City Board of Education, 1954. 42 pp. $.25.

A curriculum bulletin giving procedures used by teachers in the evening schools of New York. Contains general material and also specific techniques in teaching various courses.

How Adults Can Learn More - Faster: A Practical Handbook for Adult Students. National Association of Public School Adult Educators, Washington D. C., 1961. $1.00.

How to Teach Adults. Chicago, Adult Education Association, 1956. (Leadership Pamphlet No. 5) 48 pp.

How to Teach Reading. Botel, Morton. Chicago, Follett, 1962. 127 pp. $2.50. (Revised Edition).

Practical handbook for reading instruction. Covers the teaching of vocabulary, comprehension, oral reading, and word attack among other topics.

How to Teach Reading With Children's Books. Veatch, Jeanette. New York, Teachers College, Columbia University, 1964. unp. $.75

An illustratedbooklet advising teachers on ways to use trade books in their instructional reading program.

Investigation of Materials and Methods for the Introductory Staff of Adult Literacy Education. Hayes, Ann; Lighthall, Nancy; and Lupton, Dan. Chicago, Adult Education Council of Greater Chicago, 1964. 59 pp.

Learning to Read: The Great Debate. Chall, Jeanne. The Carnegie Series in American Education. Mc-Graw-Hill. 1967.

Literacy Instructor's Handbook: An Adventure in Teaching. Wallace, Mary C. Chicago, Follett, 1965. 114 pp. $4.50.

Methods which have been tested and proved successful in the LARK School in teaching the basic skills to illiterates, both foreign and native-born.

Manual for English Teachers, A. New York, N. Y., Globe Book Company, Inc. 40 pp.

A booklet giving suggestions for teaching literature. It includes several model lesson plans incorporating books published by this company.

Methods in Adult Education. Morgan, Barton. Danville, Illinois, The Interstate, 1960. 180 pp. Includes bibliographies.

Montana Program for Developmental Reading, The. Helena, Montana, State Superintendent of Public Instruction, Montana Reading Council. Grades 1-8. 112 pp. $2.25.

Program to aid each child to progress in reading according to his own growth pattern.

On Their Own in Reading. Gray, William S. Chicago, Scott, Foresman, 1948. 268 pp. $2.00

Techniques in teaching which will give children independence in attacking new words.

Phonics and the Teaching of Reading. Durkin, Dolores. New York, Teachers College, Columbia University, 1962. 76 pp. $1.25.

An analysis of the place of phonics in teaching reading, written by a professor who believes phonics play an important role in reading instruction.

Phonetic Challenge, The. Glasscoff, Ellen. Albion, Michigan, 712 Perry Street, 1964. 60 pp. $4.00.

Procedures and activities for teaching phonics, including a section of classified lists for use as source material for phonetic activities and assignments.

Preparing Instructional Objectives. Mager, Robert F. San Francisco, Fewson Publisher, 1962.

Principles and Practices of Teaching Reading. Heilman, Arthur W. (Second Edition.) Charles E. Merrill Publishing Company, Columbus, Ohio. 1967.

Reading Aids Through the Grades. Russell, David H. and Karp, Etta E. New York, Teachers College, Columbia University, 1951. 120 pp. $1.25.

Contains specific suggestions for things to do in reading and related language activities. Emphasizes a strong developmental program.

Reading Difficulties: Their Diagnosis and Correction. Bond and Tinker. Publisher: Appleton-Century-Crofts, Division of Meredith Publishing Company, 1967.

Reading Instruction for Today's Children. Smith, Nila Banton. Englewood Cliffs, N. J. 1963.

New approaches to teaching reading are described. Implications of research and suggestions of practical procedures are dealt with.

Reading-Thinking, A Dynamic Program. Stauffer, Russell G. Pleasantville, N. Y., Reader's Digest. 23 pp. $.10.

A discussion of what reading is and how it is best taught.

Teaching Adults to Read. Flint, Michigan, Mott Adult Reading Center, Flint-Marc Publishing Company, 1964.

The Teaching of Sounding. Dolch, Edward W. Champaign, Illinois, Garrard Publishing Company, 1951. 48 pp. $.50.

Basic principles and an outline of thirteen steps in teaching sounding as a method of adding to the reader's sight vocabulary.

Teacher's Question-And-Answer Book on Reading. Wheeler, Arville, (Revised) New London, Connecticut, Croft Educational Services, 1961. 100 pp. $2.50.

A handbook for teachers of reading giving answers to many of the questions a teacher might ask. Covers a wide range of topics.

Treasury of Techniques for Teaching Adults, A. Washington D. C., National Association of Public School Adult Educators, 1964. 48 pp. $1.00.

A collection of methods used by teachers of adults in many fields. Contains advice on making lesson plans, grouping students, and making classes varied and interesting.

Three Instructional Tools for Teachers. Griffin, Ella Washington. New London, Connecticut, Arthur C. Croft Company. 1950. 62 pp.

Includes reading placement, workbook guide and lesson plans for Readers 1-4.

Tips For Teaching Basic Reading To Adults. Trenton, J. J., New Jersey Department of Education, Bureau of Adult Education, 1964. 4 pp.

This leaflet covers the scope of the task, psychology for teaching adults, teaching techniques, and teaching methods.

When You're Teaching Adults. Washington, D. C., The Association, 1959. 24 pp. $.40.

An abridgement of the handbook, "Let's Teach Adults". Published for the use of teachers and directors of adult education programs.

Writing Road to Reading, The. Spalding, Romalda Bishop and Spalding, Walter T. (Revised Edition) New York, Whiteside, Inc., and William MOrrow, 1962. 248 pp. $5.00.

A modern method of phonics for teaching children to read. A presentation in complete detail of the United Phoncis Method for teaching children to read which many teachers and parents have found very effective.

Your Child Can Learn to Read. McEathron, Margaret. New York, Grosset and Dunlap, 1952. 92 pp. $1.95.

Subtitled: A simplified way to teach your child to read by the combined sight and phonics method. Contains both instruction for the teacher and lessons for the child.

C. GROUP PROCESSES AND ROLE PLAYING

Conference and Group Process. Gulley, Halbert E. Discussion. New York, Holt, 1960. 388 pp. Includes bibliographies.

Discussion and Conference. Sattler, William and Miller, N. New York, Prentice-Hall, Inc., 1954.

Group Dynamics Research and Theory. Cartwright, Dorwin, and Zander, Alvin. Evanston, Illinois, Row, Peterson, 1960.

Group Dynamics: Principles and Applications. Bonner, H. New York, The Ronald Press, 1959, 531 pp.

Group Leadership and Democratic Action. Haiman, Franklyn Saul. Boston, Houghton-Mifflin, 1951. 309pp.

Group Processes for Adult Education. Bergevin, Paul E., and Morris, Dwight. Bloomington, Indiana, Community Service in Adult Education, 1951.

Group Theory and Laboratory Method. Bradford, Leland P. New York, John Wiley, 1964. 498 pp.

Handbook of Small Group Research. Hare, Paul A. New York, The Free Press, 1962. 512 pp.

How to Lead Discussions. (Leadership Pamphlet No. 1) Adult Education Association, 1956. 48 pp.

How to Use Role Playing. (Leadership Pamphlet No. 6) Chicago, Adult Education Association, 1956. 48 pp.

Introduction to Group Dynamics. Knowles, Malcolm S. and Knowles, Hulda F. New York, Association Press, 1959.

Leadership and Dynamic Group Action. Beal, George M., Bohlen, Joe M.; and Raudabaugh, Jr. Neil. Ames, Iowa, Iowa State University Press, 1962.

Leading the Learning Group. (Leadership Pamphlet No. 18). Chicago, Adult Education Association.

Learning and Teaching Through Discussion. Hill, Eda Stewart and Hill, William, Jr. Chicago, CSLEA, 1958. (Notes and Essays No. 22).

Learning to Work in Groups. Miles, Matthew B. New York, Bureau of Publications,Teachers College, Columbia University, 1959.

Manual for Discussion Leaders and Participants, A. Bergevin, Paul E. and Morris, Dwight. Connecticut, Seabury Press, 1954.

Oral English. U. S. Information Agency, Information Center Service, Washington D. C., 1961. 58 pp.

Subtitled, "Planning and conducting conversation classes and discussion groups". A guide for the teacher.

Relationship of Group Structure, Task Performance, and Leadership Recognition Among Adult Basic Education Participants, The. (M.S. Thesis), King, Gordon A., Florida State University, Tallahassee, Florida

Role Playing. Klein, Alan F. New York, Association Press, 1956.

Small Group Research: A Synthesis and Critique of the Field. McGrath, Joseph E. and Altman, Irvin. New York, Holt, Rinehart, and Winston, 1966.

Start A Do-It-Yourself Literacy Program in Your Community. Likins, Robert C. Syracuse, N.Y., Laubach Literacy Fund, N.D. 10 pp. $.10.

May be obtained from the New Readers Press, Syracuse. Contains suggestions for setting up a literacy program and finding teachers. Also explains method of teaching by using the Laubach Literacy chart.

Tasks for Leaders. (Leader's Digest No.2), Washington D. C., Adult Education Association, 96 pp.

Training Group Leaders. (Leadership Pamphlet No. 8), Chicago, Adult Education Association, 48 pp. 1956.

Understanding How Groups Work. (Leadership Pamphlet No. 4). Chicago, Adult Education Association, 48 pp. 1956.

D. GRADED LISTS OF READING MATERIAL

Americanization and Adult Elementary Education Bibliography. Albany, New York, University of the State of New York, The State Education Department, Bureau of Adult Education, 1960. 28 pp.

A bibliography of materials useful in an adult literacy program. Contains materials for administrators, teachers, and adult students, both native and foreign-born. Annotated.

Annotated Bibliography of Adult Literacy Training Materials. D'Amico, L. A. Bloomington, Indiana, Institute of Educational Research, Indiana University, 1954. 90 pp. $1.00. Excellent basic bibliography.

Beginning Reading Materials For English Speaking Adults. Laubach, Robert S. Syracuse, New York, Laubach Literacy, Inc., Box 131. 9 pp. Free.

An annoted list of reading materials for adult beginners.

Bibliography for Adult Basic Education Program. Niagara Falls, New York, Adult Education Division, Board of Education. 4 pp.

Lists materials on three levels, basic, intermediate, and upper.

Bibliography On Creativity. (First Revision) Prepared by the Committee On Creativity of the Michigan Cooperative Curriculum Program. Lansing, Michigan, Department of Public Instruction, 1964. 27 pp.

An annotated bibliography covering creativity and the creative process; creativity in the schools; and creativity in science, mathematics, the language arts and the fine arts.

Bibliography of Pamphlet Materials. Ypsilanti, Michigan, Michigan Council on Economic Education, 219 Welch Hall, Eastern Michigan University, 1964. 29 pp.

List of pamphlets available in the Economic Education Resources Center of the Eastern Michigan University Library. Covers material at all levels from the elementary school student through the college and university student and teachers of economics.

Book Buying List For Job Corps Camps. Boston, Massachusetts, Public Library, 1964. 31 pp.

A list of the books selected by the staff of the library for Job Corps camps. The list is classified according to subject and books recommended for first purchase are starred.

Books For New Readers. Smith, Jeannette, comp. Syracuse, New York, New Readers Press, 1964. 64 pp. $.75.

An annotated bibliography of books for the new reader, both the beginner and the more advanced.

Books for Retarded Readers. Lansing, Michigan, Michigan State Library, 1964.

An annotated list of books for slow readers from the primary grades through high school. The reading level and interest level of each book is indicated.

Books for Retarded Readers. Reprinted from Illinois Libraries, April, 1961. Springfield, Illinois, Illinois State Library.

A list of books for slow readers. The books are classified according to reading level and interest level.

Books Selected For Use In Project Opportunity, Community Action Program. Corpus Christi, Texas, Public Libraries, 1965.

Books on this list are primarily remedial and were chosen for their high interest and low reading levels.

Books For The Teen Age. New York, New York, Public Library, 1966. 50 pp. $.50.

A list of 1700 titles chosen by the Committee for Young Adults of the New York Public Library. Books for the teen age is an annual list published in January of each year.

Books for Adult Beginners: Self-Improvement Through Reading. Lundeen, Alma. (Reprinted from Illinois Libraries, September, 1964) Illinois State Library, 1964. 33 pp.

Annotated list of books on a wide variety of subjects divided into three groups, Beginning, Intermediate, and Advanced.

Easy Books For Slow Senior High School Readers. Jones, Milbrey L. Reprinted from April 1965 "Top Of the News". Chicago, American Library Association, 1965.

A list of 28 titles, from fifth to eighth grade reading level, of interest to the senior high school slow reader. Annotated.

Easy Reading for Adults. New York Public Library, 1954. 62 pp.

An annotated list of over 300 books classified according to reading level.

Easy Reading For Adults. Toronto, Ontario, Canada, Public Libraries.

A list of books with simple vocabulary but high interest level which have been found popular with foreign-born adults.

High-Interest-Low-Difficulty-Level (HILD) Series. Bliesmer, Emery P. Charlottesville, Virginia, McGuffey Reading Clinic, University of Virginia, 1964. 4 pp.

Materials offering possibilities for use in adult literacy programs. A list of easy to read books of interest to adults. Grade levels are given for the titles or series listed.

Readable Books, Gateways To Learning. District of Columbia, Public Library, 1965. Free.

A list of books of interest to adults learning to read, classified according to subject. A teacher's edition is also available.

Selected Materials for Children With Reading Disabilities. Roswell, Florence G. and Chall, Jeanne S., comp. New York, The City College Educational Clinic Remedial Reading Service, 1963. 7 pp.

Lists materials by readability level. Includes stories, games, and exercises. Much of the material is useful for adult beginners as well as children.

CHAPTER 11 - TESTING AND EVALUATION

A. TESTING

Adult Basic Education Student Survey. Chicago, Illinois, Follett Publishing Company, Educational Opportunities Project Division, 1966.

Provides individual or group testing designed to measure comprehension, word recognition, and arithmetic. Designed specifically as an instrument to screen prospective adult illiterates whose communication and computational skills are below fourth grade level.

Adult Basic Education Learning Examination. New York, Harcourt, Brace & World Inc., 1967.

Developed to help instructors estimate the general educational level of adults who have not completed formal eighth grade education.

Ammons Quick Test. Missoula, Montana, Psycological Test Specialists.

A picture-vocabulary test which is essentially an I.Q. test, but can be used in initial evaluation and as a measure of potential. The test is quickly and easily administered.

Basic Reading Inventory. Bensenville, Illinois, Scholastic Testing Service, Inc., 1966.

The B.R.I. is a "placement indicator test" for functional illiterates or adolescents. It provides individual or group testing in five areas: (1) Sound and Letter Discrimination(2)Sight Vocabulary (3) Word meaning--Reading (4) Word meaning--Listening and (5) Context reading.

Botel Reading Inventory. Chicago, Illinois, Follett Publishing Company, 1961.

This informal inventory checks word recognition, word opposites, listening, and phonic mastery in oral reading of lists of words and word elements.

California Achievement Tests. Monterey, California, California Test Bureau, 1963.

Reading Vocabulary Test, Language Section, and Spelling. Tests are urban oriented. Examiner's manual included.

Cambridge Adult Basic Education Series. Bronxville, New York, Cambridge Book Company, Inc.

This is an instruction series in both reading and arithmetic which can be used as a continuous evaluation device. The series has been designed specifically for use with adults.

Developmental Reading Tests, Primary Reading. Chicago, Illinois, Lyons & Carnahan Educational Publishers, 1959.

Diagnostic Reading Scales. Monterey, California, California Test Bureau, Curricular Publications Division, Del Monte Research Park.

Three word recognition tests which can be used in initial assessment and placement of ABE students. These tests are designed to identify reading deficiencies that interfere with adequate reading and in addition in indicating present ability the test results offer a possible measure of potential.

Dolch Basic Sight Word Test. Champaign, Illinois, Garrard Publishing Company, 1942.

A group test to determine an individual's knowledge of the 220 Dolch Basic Sight Words and the 95 most common nouns.

Doren Diagnostic Reading Test Of Word Recognition Skills. Minneapolis, Minnesota, Education Test Bureau, Division of American Guidance Service Inc., 720 Washington Avenue, S.E., 1956.

This is a group test for analysis of specific word recognition skills. The test is composed of eleven units. They are divided into the basic techniques of word recognition pertinent to their areas of development in the reading program.

Durrell Analysis Of Reading Difficulty. New York, New York, Harcourt, Brace and World, Inc., Test Department.

This test provides for a detailed analysis of student abilities in silent and oral reading, listening comprehension, word analysis, phonetics, pronunciation, writing and spelling. The instrument can be used in assessing present abilities as well as potential, and can aid in the analysis of student difficulties in the various areas.

Field Test and Evaluation of Selected Adult Basic Education Systems. New York, Greenleigh Associates, Inc., 1966.

Gates--McKillop Reading Diagnostic Tests. New York, New York, Bureau of Publications, Teachers College, Columbia University, 1962.

The oral reading paragraphs are child oriented. The other sections could be adapted to any age group to pinpoint specific reading difficulties. The basic skills involved in learning to read are covered excellently.

Gates Reading Survey. New York, New York, Bureau of Publications, Teachers College, Columbia University, 1960.

Provides group tests designed to measure vocabulary, comprehension, rate and accuracy of interpretation.

G.E.D. Tests Of General Educational Development. Washington, D.C., American Council On Education, 1785 Massachusetts Avenue, N.W.

A battery of tests given to adults who wish to qualify for a high school equivalency diploma. These tests offer an evaluation of the educational development of adults who have completed high school. The emphasis is on comprehension, competence in handling concepts, and general intellectual power rather than on basic content.

Gilmore Oral Reading Test. New York, New York, Harcourt, Brace and World, Test Division, 1951.

An individual test consisting of ten paragraphs scaled in difficulty with five comprehension questions. A checklist of word recognition difficulties and a record of errors is provided on each paragraph.

Gray Oral Reading Test. Indianapolis, Indiana, Bobbs-Merrill Company, Inc., 1963.

An individual test consisting of thirteen paragraphs arranged in order of increasing difficulty with four literal comprehension questions.

Harris Graded Word List. New York, New York, Division of Special Services, Bureau of Community Education, New York City Board of Education.

This test can be given individually in one minute to "approximate" the student's initial reading level.

Harris Informal Textbook Test. New York, New York, Division of Special Services, Bureau of Community Education, New York City Board of Education.

Each level contains one page to be read silently with four questions for comprehension at the end of each level.

Iowa Skills Test. Boston, Massachusetts, Houghton Mifflin Company.

A test that is best used in the initial evaluation of student skills. This test provides a measure of computation and work-study skills as well as measuring vocabulary, reading comprehension and general communication skills.

McCullough Word Analysis Test. Boston, Massachusetts, Ginn and Company, Statler Building, Park Square.

A diagnostic test to be used in determining initial placement and areas for major teaching emphasis. Can be administered relatively quickly and informally.

Metropolitan Achievement Test. New York, New York, Harcourt, Brace and World, Inc., Test Department.

This test can be used for evaluating and measuring subsequent achievement in vocabulary, reading, comprehension and computational skills. The most useful portion of the test in ABE is the one which provides a measurement of language skills.

Mott Basic Language Skills Program. Galien, Michigan, Allied Education Council, P.O. Box 78.

This is a comprehensive program which covers readability levels 1 through 12. The emphasis is on individual reading and writing rather than group work. At the advanced stages of the program, mathematical problems are introduced, as a means for evaluating advanced communication skills as well as skills in computation.

Mott Placement Guide. Galien, Michigan, Allied Education Council.

Informal screening device designed to place student within either the Semi-Programmed or Original Series.

Ohio Literacy Test. Columbus, Ohio, Ohio State Department of Education.

Indications are that this test may be useful in the evaluation of comprehension and general verbal skills. It is a quick test which is easy to administer and score.

Peabody Picture Vocabulary Test. Minneapolis, Minnesota, American Guidance Service, Inc., 720 Eashington Avenue, S.E.

This is basically an I.Q. test, but it can be used in the initial evaluation for student placement and potential. It is quickly and easily administered and does not place adverse intellectual or psychological demands on the student.

Phonovisual Method--Phonovisual Diagnostic Test. Washington, D.C. Phonivisual Products, Inc., Box 5625. Pads of 50, $.75, single copy $.10.

A test to determine phonetic weaknesses of the student.

Preparation and Evaluation of Inter-Language Testing Material. Manuel, Herschel T. Austin, Texas, Cooperative Research Project No. 681, University of Texas, 1963.

The Reading Inventory. Developed by Betts, Emmett A. Adapted from Teaching Adults to Read. Washington, D.C., National Association for Public School Adult Education, 1201 16th Street, N.W.

An informal technique which can be used to assess the reading competence of the beginning ABE student. This is a quick convenient method for determining reading grade level.

Reading Placement. New London, Connecticut, Educator's Washington Dispatch.

A quick test which can be used to determine initial placement of the functionally illiterate adult.

Roswell-Chall Diagnostic Test Of Word Analysis Skills. New York, New York, Essay Press, P.O. Box 5, Planetarium Station.

A diagnostic test to be used in determining initial placement and areas for major teaching emphasis. Can be administered relatively quickly and informally.

Sequential Tests of Educational Progress (STEP). Princeton, New Jersey, Cooperative Test Division, Educational Testing Service, 20 Nassau St.

This is an achievement test which can be used in the initial evaluation for student placement, but is best used in the measurement of individual student growth.

Slosson Oral Reading Test. East Aurora, New York, Slosson Education Publications, 140 Pine Street, 1963.

An individual test consisting of graded words on different levels. There are 10 columns each containing 20 words of varying difficulty.

Stanford Achievement Test. New York, New York, Harcourt, Brace and World, Inc.

A test which can be used in initial evaluation and to measure achievement in the various skill areas. In addition to reading, which is probably the most useful test area for the ABE program, the instrument provides for measurement in arithmetic, social science, spelling and language, and study skills.

Stanford Diagnostic Reading Test. New York, New York, Harcourt, Brace and World, Inc.

This test can aid in the identification of specific strengths and weaknesses in reading comprehension, vocabulary, auditory skills, rate of reading and other language skills. The instrument can be used to evaluate both placement and growth.

TABE Test of Adult Basic Education. Monterey, California, California Test Bureau, Del Monte Research Park. 1967.

This is an urban oriented test composed of four parts. All parts cover the same content areas in reading, arithmetic, and language at graduated levels of difficulty.

Torrance Tests of Creative Thinking. Princeton, New Jersey, Personnel Press, Inc. 20 Nassau Street.

Indications are that these tests may be useful in the evaluation of student abilities and the assessment of potential. The tests have been shown to be useful with students who have difficulty in verbal and written expression.

Verbal Language Development Scale. Meecham, Merlin J. Minneapolis, Minnesota, American Guidance Service, 1958. Manual, per copy, $.50; Score sheets, per package of 25, $1.30; Specimen set, postpaid, $.55.

A method of testing to determine language age.

Wide Range Achievement Test. Wilmington, Delaware, Guidance Associates, 1526 Gilpin Avenue, 1965.

This is a very good test to gauge a student's basic skill knowledge in the areas of reading and arithmetic.

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This is a quick, easy to administer test for use in determining reading efficiency. It can be best used in the initial assessment of a student.

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CHAPTER 12

SOCIOLOGICAL ASPECTS THAT AFFECT THE ADULT LEARNER IN ABE

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Who's Who Among the Poor: A Demographic View of Poverty. Washington, D. C., Department of Health, Education and Welfare, 1965. 12 pp.

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D. SENIOR CITIZEN

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A Review of Physiological and Psychological Changes in Aging and Their Implications for Teachers of Adults. (Bulletin 71G-1) Hand, Samuel E., Division of Vocational and Adult Education, State Department of Education, April 1957, 31 pp.

E. DROPOUTS AND OUT-OF-SCHOOL YOUTH

Annual School Withdrawal Study. Detroit Michigan Public Schools, Detroit, Michigan. Guidance Department, 1962-63.

Becoming a Person. Carl R. Rogers, Boston: Houghton Mifflin Company, 1961.

The Detroit Upgrading Program. Detroit Public School System, Detroit, Michigan. Discussion of a program for young people sixteen to twenty years of age who have left school and are unemployed.

Dropout, Causes, and Cures. Cervantes, Lucius F., Ann Arbor, Michigan University of Michigan Press, 1965. 244 pp. $5.95.

A study based on interviews with a number of the dropouts themselves. This survey was conducted for the purpose of finding an answer to the question as to why American youth drop out of school.

The Dropout and the Disadvantaged. Newark Public Library. Newark, N. J. Education Division, Newark Public Library, 5 Washington Street, 1964 Free.

A selected list of books and pamphlets on the school dropout and the disadvantaged child, published since 1960.

Dropouts and Jobs, and Report of the Kentucky Conference on Youth. Kentucky Commission on Children and Youth. Frankfort, Kentucky. 1963. 113 pp.

Reports of papers presented and workshops held covering many aspects of the dropout's vocational problem. Includes a bibliography.

New Programs for Dropouts in New York City. New York City Board of Education 1962. 76 pp.

Report of Detroit Plan for Returning Dropouts to School. Phase L/ Detroit, Michigan Superintendent of Schools, 1963, 13 pp.

A discussion of the dropout problem, a plan for combating it, and an evaluation of the success of the plan.

A Study of Night School Dropouts, A Schedule 10 Projects. Alan, Mubarka, and Wright, E. N. Toronto (Canada) Board of Education, Ontario Research Department, March, 1968.

A Study of Students Who Discontinued Attendance in the ESEA III Adult Basic Education Program. Moss, Doris and Richardson, Robert. New York City Board of Education. Brooklyn, New York. June 1967. 38 pp.

CHAPTER 13 - PERIODICALS AND SPECIAL PUBLICATIONS

Adult Education Association of the U.S.A. Directory. Washington, D.C. The Association, 1225 19th Street, N.W.

Free to members of the Association, $5.00 to subscribers to Adult Education and Adult Leadership, $10.00 to others.

Adult Leadership and Adult Education Journal. Adult Education Association.

Bibliographies. Toronto, Ontario, Canada, Canadian Association for Adult Education, 113 St. George Street. Free.

The following bibliographies are available: The librarian's adult education bookshelf; Publications of the association; Community colleges; Continuing education for Canadian women; Learning to live in the city; Labor and trade unions; Guidance and counseling; How good is guidance?; Dropouts; Community development.

A Bibliography of Canadian Writings in Adult Education. Compiled by Thomson, M. and Ironside, D. J. Toronto, Association for Adult Education, 113 St. George Street, 1956. 56 pp. Free.

A selective annoted bibliography of Canadian writings on adult education during the period from 1935 to 1956.

Bibliography of Pertinent Investigations, July 1, 1962 to June 30, 1963. National Council of Teachers of English, Committee of Adolescent and Adult Illiteracy, 508 South Sixth Street, Champaign, Illinois. 7 pp.

A bibliography of materials, chiefly from education periodicals and publications, on the subject of adolescent and adult illiteracy.

Bibliography On Worthy Home Membership and Family Living. New York, New York (City) Board of Education, Curriculum Research Report, 1956. 32 pp. $.15.

A bibliography designed to assist those who are concerned with developing and strengthening home membership and family living. Lists both reading and audio-visual materials.

Catalog of Federal Programs for Individual and Community Improvement. Washington, D.C., Office of Economic Improvement, 1965. 414 pp.

Subtitled: "A description of governmental programs to help individuals and communities meet their goals for economic and social development.

Dropouts: Selected References. Washington, D.C., U.S. Office of Education, Department of Health, Education and Welfare, 1964.

Bibliography of materials, including audio-visual, on dropouts. Also includes a list of publications relating to teenage marriage and parenthood.

Education Price List 31. 51st ed. Washington, D.C., Superintendent of Documents, 1963. 47 pp. Free.

List of government publications in the field of education. Many of the titles are annotated. Contains complete order information and order blanks.

Graded Materials For Teaching Adult Illiterates. Barnes, Robert F. and Hendrickson, Andrew. Columbus, Ohio, Center for Adult Education, School of Education, The Ohio State University, 1965. 98 pp.

The subtitle of this work is "A Classified and Annotated List of Materials for Teaching Reading, Writing, and Arithmetic to Adults from the Beginning Level Through Eighth Grade; Plus a Review of Research on the Field."

Instructional Materials Bulletin. Eaking, Mary K. Cedar Falls, Iowa, Iowa State Teachers College Library, 1959. 10 pp.

An annotated bibliography of books which have been found helpful in remedial reading. The reading level and interest level is given for each title listed.

Instructional Materials For Anti-Poverty and Manpower Training Programs. New York, McGraw-Hill, 1965. 95 pp.

A catalog of materials useful for programs involving out-of-school youths and undereducated adults. Includes books, pamphlets and audio-visual items.

Instructional Materials For Teaching Audio-Visual Courses. Syracuse, New York, Syracuse University Press, 1961. 74 pp. $.60.

An annotated list of available materials on audio-visual communication prepared by the United States Office of Education and the Audio-Visual Center at Syracuse University.

An Invitation To Help Head Start. Washington, D.C., Project Head Start, Community Action Program, Office of Economic Opportunity. 64 pp.

A description of the Head Start program, suggestions for organizing a local program, and a list of available resources.

New Jersey Bibliography: Basic Adult Education, English and Citizenship for Foreign Born. Trenton, New Jersey, Department of Education, Bureau of Adult Education, 1964. 12 pp. (Also reproduced by permission by Michigan State Library, 735 East Michigan Avenue, Lansing, Michigan.)

An annotated bibliography of available materials for the administrator and the student, both native and foreign born.

Programmed Learning: A Bibliography of Programs and Presentation Devices. Hendershot, Carl H. Bay City, Michigan, Carl H. Hendershot, 1964.

Providing Library Services For The Culturally Disadvantaged. American Library Association. Reprint of articles from the ALA Bulletin June 1964-January 1965.

Publications In Print. Washington, D.C., U.S. Library of Congress, March, 1964. 28 pp. Free.

List of available Library of Congress publications with information for ordering them.

A Revised Annotated Bibliography of Instructional Literacy Material For Adult Basic Education. Smith, Edwin W. and others. Florida, State Department of Education, Adult Education Section, June 1966.

Up By The Bookstraps. Chicago, Illinois, Chicago Public Library. Nine Booklists.

A comprehensive collection of books and other materials to assist those engaged in the war on poverty. A folder of booklists covering all age groups. Material listed is recommended for use with the educationally and culturally deprived. Titles of the booklists are: War on poverty; Education for the disadvantaged; Getting and holding a job; Deprived youth; Widening horizons; Beginning with books; You and your neighborhood; Your health and you; Off to a good start.

Workshops for the Handicapped: An Annotated Bibliography. Stubbins, Joseph. Los Angeles, California, Rehabilitation Counseling Program, California State College at Los Angeles, 1964.

This bibliography covers the period 1955 to June, 1964.

CHAPTER 14 - AUDIO VISUAL

A. CARDS, GAMES, CHARTS AND POSTERS

Cards:

Alphabet Picture Flash Cards. Springfield, Massachusetts, Milton Bradley Company.

A series of flash cards of the letters of the alphabet each illustrated with a colored picture. On the reverse side of each card are printed words for additional drill. A series of cards with letters only is also included.

Basic Sight Vocabulary Cards. Dolch. Edward William. Champaign, Illinois, Garrard Publishing Company, 1949. 1 box $.65.

The 220 words most commonly found in school reading material. Instructions for the use of the cards is included.

Beginning Sight Vocabulary. Esbensen and others. E-Z Sort Systems, Ltd., 45 Second Street, San Francisco, California. 945 frames, 105 lessons. $174.65.

A programmed beginning sight vocabulary teaching system. This has enough mechanical use of keep students interested. Operates through the use of edge-punched cards.

Dominoes (16113): Structural Reading Series. Syracuse, New York, L. W. Singer Company, 1964. $2.55.

Paper dominoes printed with one letter or two and three letter combinations. May be used as a practice tool by beginners.

One Set Of Phonograms. Spalding, Romalda Dishop and Walter T. New York, Witeside, Inc. $2.50.

This set of 70 phonograms cards, 6" by 4½", is to be used with "The Writing Road to Reading," a modern method of phonics for teaching children to read, by the same authors.

Phonovisual Consonant Picture-Pack. Washington, D.C., Phonovisual Products, Inc., Box 5625. $1.95 per set.

Set consists of 48 flash cards picture and 10 pocket envelopes with directions. Provide a drill for the beginner.

Phonovisual Skill Builders. Washington, D.C., Phonovisual Products, Inc., Box 5625. Single set, $.60; 25 or more $.48.

84 cards comprising two complete sets of consonant and vowel sounds (letter symbols only) as they appear on the Phonovisual charts. Helpful for individual, group or classroom instruction as a practice or supplementary tool.

Phonovisual Vowel Picture-Pack. Washington, D.C., Phonovisual Products, Inc., Box 5625. $1.95.

48 flash card pictures and 10 pocket envelopes with directions. Useful for drill and review.

A Story About The Dewey Decimal System Of Classification. School Library Journal. New York, National Library Week, One Park Avenue. Poster $.50; Set of Dial-guide-wheels, $2.00.

The poster, describing the Dewey Decimal system, has been reprinted by permission of the School Library Journal. The Dial-guide-wheel also explains the Dewey Decimal system and provides practice in learning the classification numbers. The set includes 22 of the wheels.

The 220 Basic Sight Words For Use With The Teacher Syllabascope. Washington, D.C., Wordcrafters Guild, St. Albans School, n.d. $2.25.

A boxed set of cards for practice in sight reading.

The Unit Card Set: Word and Picture Cards For The Pre-Primer Levels of The New Basic Readers: Curriculum Foundation Series. Chicago, Illinois, Scott, Foresman and Company. $8.25.

A set which includes picture, word and letter cards, which may be used for practice in word recognition and vacabulary building.

Webster Word Wheels. Kottmeyer, William. St. Louis, Missouri, Webster Division, McGraw-Hill, 1962. $14.75.

A set of 63 word wheels for teaching two letter consonants, blends, prefixes, and suffixes. Helpful for individual practice.

Word Analysis Charts. St. Louis, Missouri, Webster Publishing Company, 1962. 5 charts and a manual, $6.25.

The five charts are large, illustrated and colored. They cover the following: Sounds the letters make, One syllable words, Letters that work together, Prefixes unlock words, and Reading big words.

Games:

The Phonovisual Game Book. Buckley, Marie S. and Lamb, Esther B. Washington, D.C., Phonovisual Products, Inc., 4803 Wisconsin Ave., N.W., 1960. 32 pp. $1.00.

A book of games designed to be used to add interest to the drill recommended in teaching the phonovisual method.

W F F; The Beginner's Game of Modern Logic. Allen, Layman E. New York, Noble and Noble, 1963. $1.25.

A game planned to help in teaching mathematical logic and in developing abstract thinking.

Charts and Posters:

Incomplete Consonant Chart Practice Sheets. Washington, D.C., Phonovisual Products, Inc., Box 5625. 50 sheets, $.75.

These sheets are replicas of the Phonovisual Consonant Charts on which the pupil can fill in the corresponding sound beside each key-word.

Incomplete Vowel Chart Practice Sheets. Washington, D.C., Phonovisual Products, Inc., Box 5625. 50 sheets, $.75.

These sheets are replicas of the Phonovisual Vowel Charts on which the pupil can fill in the corresponding sound beside each key-word.

Phonovisual Consonant Workbook. Washington, D.C., Phonovisual Products, Inc., Box 5625. $.60, 25 or more $.48 each.

A practice book to be used with the Phonovisual consonant chart. Its title is "See, hear, say, do."

Small Consonant Charts. Washington, D.C., Phonovisual Products, Inc., Box 5625 . Lot of 12, $2.00; Single copy, $.25.

These charts which measure 8½" x 11" contain 26 consonant sounds (and 8 subspellings) with key-word pictures.

Small Vowel Charts. Washington, D.C., Phonovisual Products, Inc., Box 5625. Lot of 12, $2.00; Single copy, $.25.

These charts which measure 8½" x 11" contain 17 vowel sounds (and 21 subspellings) with key-word pictures.

B. 16 MM FILMS

Feature Films On 8 and 16. New York, Educational Film Library Association. Annual.

Available for rental, lease and sale in the United States.

Films That Can Be Used With Adults. Chicago, Illinois, Coronet Films, 65 East South Water Street.

Films To Be Used In English And Citizenship Education Classes; Bibliography No. 2. Albany, New York, The University of the State of New York, 1961.

An annotated list giving full order information and recommendation for use.

Rebirth Of Wonder. Flint, Michigan, The Mott Foundation. 16 mm, 29 minutes. Color/Sound. Available from Mr. Ed Swanson, Modern Talking Pictures, 1909 Prudential Plaza, Chicago, Illinois.

Shows the health care of the total child at the C.S. Mott Foundation Children's Health Center.

To Touch A Child. Flint, Michigan, The Mott Foundation. Color/Sound. 16 mm, 29 minutes. Available from Mr. Ed Swanson, Modern Talking Pictures, 1909 Prudential Plaza, 1909 Prudentail Plaza, Chicago, Illinois.

An excellent film showing the importance of bring help through education to adults and through them to their children. Presents the idea and service of the community school.

Thursday's Child. Flint, Michigan, The Mott Foundation. Color/Sound, 16 mm, 18 minutes. Available from Mr. Ed Swanson, Modern Talking Pictures, 1909 Prudential Plaza, Chicago, Illinois.

Traces the community counselor in the Flint Community Schools.

While You're Waiting. Flint, Michigan, The Mott Foundation. Color/Sound, 16 mm, 29 minutes. Available from Mr. Ed Swanson, Modern Talking Pictures, 1909 Prudential Plaza, Chicago, Illinois.

A film especially designed for expectant parents.

C. FILMSTRIPS

Adventures In Negro History, Vol. I and II. The Pepsi-Cola Company. $10.00.

Catalog Of Filmstrips And Tapes. Jamaica, New York, Eye Gate House, Inc., 146-01 Archer Avenue.

Child Care Series. (Young America Filmstrips) McGraw-Hill Book Company. Distributed by Stanley Bowmar Company, 12 Cleveland Street, Valhalla, New York. $15.00.

Titles in the series are: Keeping children happy; Getting acquainted, Special daytime problems; and Keeping children safe.

Child Training Series. Canada, Department of National Health and Welfare, Mental Health Division. Stanbow Productions, Inc. Valhalla, New York, Stanley Bowmar, 12 Cleveland Street, 6 filmstrips, $28.50.

Cooking Series. (Young America Filmstrips) McGraw-Hill Book Company. Distributed by Stanley Bowmar Company, 12 Cleveland Street, Valhalla, New York. $32.50.

Titles in the series are: Understanding cooking terms, Planning meals for nutrition, Buying foods wisely, Storing foods, Safety in the kitchen, Measuring accurately, Organizing and Preparing meals, Serving meals attractively.

Educational Developmental Laboratories, Inc. See "Machines"

Filmstrips For Use In English And Citizenship Classes, Bibliography No. 3. Albany, New York, University of the State of New York, 1961. 3 pp.

An annotated list giving full order information and recommendations for use.

Filmstrips: Use, Evaluation and Production. Paris, United Nations Educational, Scientific and Cultural Organization (UNESCO), 1959. 54 pp. New York, UNESCO Publication Center. $.65.

Treats the use of filmstrips for adults in out-of-school education.

Getting Along With Other Series (Young America Filmstrips). McGraw-Hill Book Company. Distributed by Stanley Bowmar Company, 12 Cleveland Street, Valhalla, New York. $33.00.

Titles in the series are: Personal relationships, Table manners, You're on a trip, Personal appearance, School functions, and You're in Public.

Indian Mexico. 1. Heritage; 2. Crafts and Customs; 3. Daily Life. Lee, Mary and Nolan, Sidney. Huntsville, Texas, Educational Filmstrips, Box 1031.

Infant Care Series. (Young America Filmstrips). McGraw-Hill Book Company. Distributed by Stanley Bowmar Company, 12 Cleveland Street, Valhalla, New York. $22.50.

Titles in this series are: Bathing the baby, Preparing the formula, Feeding the baby, Selecting children's clothing, Selecting the Toys of Children, and Teaching desirable habits.

Interdependent Nation U.S.A. - Curriculum Filmstrips. #426-440. Van Nuys, California, Richard Mfg. Company. $4.95 each. May be obtained from Linda Atchinson, 2333 Monroe, Dearborn, Michigan.

The series includes: Our land and its resources, Our independent regions, Our nation of specialists, Our dependence on city workers, Our dependence on transportation workers, Our dependence on coal and iron workers, and others.

Know Your Community. Cass, A. W. Valhalla, New York, Stanley Bowmar Company, 12 Cleveland Street. 4 filmstrips.

Titles in the series are: Know your community, Enjoy your community, Know your public library, and Know your school.

Lecciones Preparatorias--Basic Spansih Series. Jamaica, New York, Eye Gate House, Inc.

Phonovisual Consonant Filmstrips. Washington, D.C., Phonovisual Products, Inc., Box 5625. $1.95 per set.

52 strips containing two complete sets of the 26 consonant key-word picture with their initial letter symbols. May be used as flash cards or backed with flannel and used on a flannel board.

Phonovisual Vowel Filmstrips. Washington, D.C., Phonovisual Products, Inc., Box 5625. $1.95 per set.

Set contains 76 filmstrips, two each of the 17 primary and 21 secondary vowell spellings on the Phonovisual chart. May be used as flash cards or backed with flannel and used on a flannel board.

SVE Basic Spanish Series. Education Filmstrips, Society for Visual Education, Inc., 1345 Diversey Parkway, Chicago, Illinois.

D. MACHINES

Audio Notebook. North Haven, Connecticut, Electronics Futures, Inc. 57 Dodge Avenue.

Machine, $295.00. This machine can put 5½ hours of lessons on 22 tracks of tape.

Card Reader. New Haven, Connecticut, Electronics Futures, Inc., 57 Dodge Avenue.

Machine, $270.00. Uses a stationery card.

Card Reader. North Hollywood, California, T.T.C., 5520 Cleon Avenue.

Machine, $229.00. Uses a stationery card.

Craig Reader. Los Angeles, California, Craig Research Inc., 3410 South La Cienega Blvd.

Machine, $199.50. Craig Reading Program B, $76.; C1, $32.; C2, $30.; C3, $35. A teaching machine designed to teach both speed and comprehension in reading. May be used for self-instruction.

Cyclo-Teacher Learning Aid Machine. Chicago, Illinois, Field Enterprises Educational Corporation.

$69.95 (includes and machine, 276 wheels, 300 answer wheels, manual, achievement record and cards). May be used for self instruction and covers the areas of mathematics, language arts, social studies and science at both the elementary and advanced levels.

EDL TACH-X Machine; EDL FLASH-X Machine; EDL AUD-X Machine. Educational Developmental Laboratories, 284 Pulaski Road, Huntington, New York.

Honor Push-Button Teaching Machine. Cambridge, Massachusetts, Honor Products Company.

$15.00 (includes the machine, 2 batteries, introductory roll, and instruction booklet). Subject rolls containing 200 frames, $2.50 each.

Language Master. Chicago, Illinois, Bell and Howell, 7100 McCormick Road.

Machine, $250.00. Uses a moving card.

Learning 100 Series. Galien, Michigan, Allied Education Council.

A multi-media communication system is created especially for under-educated young people and mature adults. The system's format, its content, vocabulary, and organization, were designed for the physically mature students who may be sensitive to their short-comings. It provides instruction in critical reading, word recognition, writing, listening, speaking, observing, and thinking skills. Workbooks accompany the filmstrips, machines, and records -- RA and AA (readiness material and grade 1); BA (Grade 2); CA (Grade 3); DA (Grade 4); EA (Grade 5); FA (Grade 6).

Rapid Reading Kit; Better Reading Program. Chicago, Illinois, Better Reading Program, 230 East Ohio Street 60611. $19.95.

This kit includes a Visualizer (a near-point tachistoscope) and other materials including practice slides, blank slides, progress record booklet, reading skills lesson book, reader rater (books one and two) and an inprovement guide.

Rateometer. Woseca, Minnesota, Audio-Visual Research, Box 71.

For improving reading speed and comprehension.

SRA Reading Accelerator: Model IV. Chicago, Illinois, Science Research Associates, Inc., 159 East Erie. $34.50.

A portable pacing device designed to help the student increase his reading rate. Has a mechanically controlled shutter which may be set at any speed from 30 to 3400 words a minute. A teacher's manual is provided.

TMI/Grolier Self-Tutoring Courses. New York, Teaching Materials Corp., 575 Lexington Avenue.

Machine, $25.00. Programs range in price from $7.50 to $16.50 each. A TMI/Grolier MIN/MAX teaching machine which is used with a variety of programs. Programs include reading, spelling, time telling, music, numbers, multiplication and division, adding and subtraction, fractions, and arithmetic: decimals.

Teachall: Teaching Machine. Washington, D.C., Charles Williams Publishing Company, 1106 Commonwealth, N.W. $45.00.

A machine for teaching reading. In addition to the cards supplied with the machine, an additional 12 lesson unit reading course for beginners may be purchased from the same source for $7.80.

You Can Read Better. (To be used in Reading Pacer) 14 Lessons Rolls. Long Island, New York, Cenco Educational Aids, Educational Reading Aids Corp., Carle Place. 258 pp.

A beginning reading system that emphasizes vocabulary and the learning of reading through the use of the dictionary. The Reading Pacer is a simple machine designed to be operated by the individual student.

E. RECORDS AND TAPES

An Audio-Visual Way Into English Through Pictures: Series 1. Richards, I. A. and Gibson, Christine. Cambridge, Massachusetts, Language Research. Three 10" records. $10.00.

These records may be used with the book English Through Pictures by Richards and Gibson.

Educational Developmental Laboratories, Inc. See "Machines"

Listen And Learn With Phonics. Watson, Dorothy Taft. Mundelein, Illinois, American Interstate Corp. $12.50 per set.

An audio-visual course in phonics, consisting of a large spiral bound work chart; 3 phonograph records; Listen and learn phonic word books, 1, 2, 3, and 4; Materials for educational games (letter strips and the word-turn-a-word phonic game). Instruction booklet for the teacher; Directions for playing educational games; and Teacher's handbook of assignments and tests, Part 1 and 2.

Modern Method Spanish. New York, New York, Conversa-Phone Institute, 225 West 34th Street.

Includes record, manual and 110 flash cards. The same company produces a variety of language records.

The 70 Phonograms. New York, Whiteside, Inc. $3.00.

A long playing 7" record of the phonogram sounds of "The Writing Road to Reading" by the same authors.

Sounds On The Phonovisual Charts. Washington, D.C., Phonovisual Products, Box 5625. $1.50.

A 78 rpm record with consonant sounds on one side, vowel sounds on the other. This is for the teacher rather than the student.

Sound Way To Easy Reading. Wilmette, Illinois, Bremmer-Davis Phonics, 1963. 3 records and charte, $25.00.

A system using records and self-quizzing phonics cards to help poor readers to improve.

Steps To Mastery Of Words. Fillmore, Nadine. Benton Harbor, Michigan, Educational Service, Inc., 1950-55. $28.80 for set.

The set consists of six spelling and phonics books for the student, each containing a sound chart, a teacher's guide book to accompanying each of the student's books, and five 78 rpm records containing 10 lessons on teaching the sounds.

Tape Recordings. Ann Arbor, Michigan, University of Michigan, Audio-Visual Center, 720 East Huron, 1963.

A list of tape recordings designed as aids to teaching which are available at the University of Michigan Audio-Visual Center.

F. TRANSPARENCIES

Know Your Encyclopedia (KYE) Transparency Program. Chicago, Illinois, Educational Division, F. E. Compton Company, 1000 North Dearborn Street. $4.95.

A transparency program to be used in teaching the use of Compton's Pictured Encyclopedia. Consists of 11 transparencies and one overlay. 35 exercise sheets and an answer for teacher use.

The Teacher and Overhead Projection: A Treasury of Ideas, Uses and Techniques. Schultz, Morton J. Englewood Cliffs, New Jersey, Prentice-Hall, 1965. 240 pp. $7.50.

Covers the various types of equipment and materials and dicussses many ways in which they may be used.

CHAPTER 15 - ADULT HIGH SCHOOL

A. ADULT HIGH SCHOOL EQUIVALENCY AND ADULT HIGH SCHOOL DIPLOMA PROGRAMS

The Cambridge Complete G.E.D. Series. Cambridge Book Company, Inc., Bronxville, New York

Directed Practice in Algebra. Crim, Sterling. Educational Service, Benton Harbor, Michigan, 1964.

Fail-Safe. Burdick, Eugene and Wheeler, Harvey. Noble and Noble Publishers Inc., New York, 1967.

Family Living for High Schools. New York City Board of Education. New York, 1961, $.50.

A semester course given in the New York Schools with special emphasis on the problems of the teenager in the family. Syllabus covers understanding within the family, the teenager in the family and young children in the family.

Five Days to a High School Diploma. Rudman, Jack. Pyramid Press, Brooklyn, New York, 1965, $1.95.

The High School Completion Program for Adults and Out-Of-School Youth. Michigan Department of Education. Developed by the Committee on Post-Twelfth Grade Community Education. Lansing, Michigan, Bulletin No. 370, 1967.

A suggested program for high school dropouts giving the background of the problem, presently established programs, and recommendations.

High School Equivalency Diploma Tests (Secondary Level). Turner, David R., Arco Publishing Company, Inc., New York, 1968. $4.

Basic text for students seeking high school certification through G.E.D. Tests.

How High Schools Can Reduce Their Dropout Rate. New York, University of the State of New York. Albany, New York, 1964.

This booklet was prepared to serve as an "action guide" and contains suggested procedures for dealing with potential dropouts in order to lessen the dropout rate.

How to Pass High School Equivalency Examination. Cowles Education Corporation. New York, $3.95.

I Always Wanted to be Somebody. Gibson, Althea. Noble and Noble Publishers, Inc., New York, 1967.

Karen. Killilea, Marie. Noble and Noble Publishers, Inc., New York, 1967.

Materials for Adult Education Programs in High School Certification: Science, Mathematics, English, and Social Studies, grades 9-12. Holt, Rinehart, and Winston, Inc. New York.

Modern Reading: A Three Book Series. Johnson, Eleanor M., Charles E. Merrill Books, Columbus, Ohio.

Preliminary Practice for the High School Equivalency Diploma Test. Gruber, Edward D., Arco Publishing Company, Inc., New York, 1967, $4.

Designed for use in conjunction with the book, High School Equivalency Diploma Tests (Secondary Level), 1967.

Reading Fundamentals for Teenagers. Neufeld, Rose Goldman. John Day Publishers, New York, 1963, $1.25.

This book provides a series of exercises for the young adolescent who reads on a third or fourth grade level. It is subtitled "A Workbook for Basic Skill Building."

Teaching Reading in High School. Karlin, Robert. The Bobbs-Merrill Company, Indianapolis, Indiana, 1964.

Vocabulary Spelling and Grammar. Arco Editorial Board. Arco Publishing Company, New York. $2.

You Can Read Better: An Adult Approach to Better Reading. Caruse, Domenick and Krych, Robert. Cenco Educational Aids, Long Island, New York, 1966.

High School Certification Through the G.E.D. Tests. Farley, Weinhold, and Crabtree. Holt, Rinehart and Winston, Inc.

B. ADULT HIGH SCHOOL TEXTS

Algebra and Its Use Book I (Algebra I-II), Grove-Milliken, 2nd Edition.

Algebra and Its Use Book II (Algebra III-IV), Grove-Milliken, Enlarged.

Applied Business Arithmetic (Business Math I-II), Piper-Gruber, 8th Edition.

Arc Welding, Lincoln, 2nd Edition.

Architecture Drafting and Design. (Architectural Drawing) Hepler-Wallach, 1965.

Bishop Method of Clothing Construction. Bishop-Arch, 1966.

Building Trades Blueprint Reading (Part 1 and 2). Sundberg, 4th Edition.

Business English Text Kit. Reed, 1st Edition.

Drafting Diversified (General Drafting II). Mossman-Baker, 1967.

Drafting Techniques (General Drafting I), Mossman-Baker, 1964.

Economics and You. Sol Holt, 1964.

Electrical Trades Blueprint Reading. Industrial. Sundberg, 1959.

English Gram and Comp (9), Warriner, 1963.

English Gram and Comp (10), Warriner, 1963.

English Gram and Comp (11), Warriner, 1963.

General Chemistry (Chemistry I-II), Markam, 1955.

High School Geometry. (Geometry I-II), Keniston, 1966.

Hyman Physiology. (Text and Workbook). Morrison, 1963.

Increasing Reading Efficiency. Miller, Revised.

Industrial Fluid Power. Wolmack, 1967.

Learning to Compute, Book I. (Basic Math, Jones, Clark, Potter) 2nd Edition.

Magruder's American Government (Civics) McGlenaghan, 1967.

Math for Tech and Vocational Schools (Shop Math I-II). Slade, 5th Edition.

Modern Biology. Biology I-II. Moon-Otto, 1965.

Modern Physical Science (Physical Science I-II). Brooks, 1965.

Modern Physics (Text and Workbook) (Physics I-II), Dull-Metcalf, 1963.

Our Natural Resources. McNall, 1964.

Plane Trigonometry With Tables. Sparks and Rees, 5th Edition.

Pipe Fitters and Welders. Frankland.

Practical Carpentry. (House Construction). Floyd Mix, 1963.

Programmed Course in Basic Electricity. New York Institute of Technology, 1963.

Programmed Course in Basic Transistors. New York Institute of Technology, 1964.

Prose and Poetry for Appreciation (English IV). McCarthy, 1963.

Prose and Poetry of America (English VI), McCarthy, 1963.

Radio Amateurs License Manual (Novice and General), 1968.

Sheet Metal Pattern Development and Drafting, Dougherty, 1955.

Six Minutes a Day to Perfect Spelling, Shefter.

Small Engine Service Manual. 8th Edition.

Speech for All. Markert, 1966.

Technical Drawing. (Machine Drawing). Giesecke, 4th Edition.

Television Servicing. Lovey-Frankel, 1959.

Tig Welding for Beginners. (Oxy Welding), Defeitas, 1962.

Training the Nurse Aide (Student Manual).

U. S. and World Affairs, U. S. and the Soviet Challenge, S. E. Asia and American Policy.

Warriner's English Grammar and Composition (12) Complete Course. Warriner, 1963.

C. BUSINESS EDUCATION

Applied Business Arithmetic (Business Math I-II), Piper and Gruber. 8th Edition.

Applied Business Law -- Test and Workbook (Business Law). Fisk and Snapp, 9th Edition.

Basic Typewriting Drills (Typing for Speed and Accuracy). Wanous, 4th Edition.

Business Behavior (Business Psych. I), Russon, 1st Edition.

Business English Text Kit. Reed, 1st Edition.

Clerical Office Practice and Workbook. Agnew and Meehan, 4th Edition.

Gregg Dictation Diamond Jubilee -- Text and Transcript. (Shorthand II), Gregg-Leslie-Zoubek, Jubilee Edition.

Gregg Shorthand Diamond Jubilee -- Text and Transcript, Gregg-Leslie-Zoubek, Jubilee Edition.

Gregg Speed Building Diamond Jubilee (Shorthand III), Gregg-Leslie-Zoubek, Jubilee Edition.

Gregg Transcription Diamond Jubilee (Shorthand IV), Gregg-Leslie-Zoubek, Jubilee Edition.

Key Punch Practice, Prosser.

Office Machines Course M-69. Southwestern Publishing Company.

Refresher Course in Gregg Shorthand. Stroney, 3rd Edition.

20th Century Bookkeeping, 1st year, Workbook Chapters 1-19, Practice Set-Spencer Athletic Goods, Carlson, 23rd Edition.

20th Century Bookkeeping, 1st year, Workbook 1st Semester, Practice Set, Taylor Wholesale Set.

20th Century Bookkeeping, 2nd year, Workbook 1st Semester, Practice Set, Norton and Page.

20th Century Bookkeeping, 2nd Year, Workbook 2nd Semester, Practice Set, Reed Auto Supplies, Carlson, 23rd Edition.

20th Century Typewriting (Typing I-II) Lessenberry, 8th Edition.

Typewriting Office Practice, 20th Century Typewriting Workbook (Typing III) Lessenberry, 8th Edition.

Typewriting Office Practice, 20th Century Typewriting Workbook (Typing IV) Lessenberry, Agnew 3rd Edition.

APPENDIX

PUBLISHING COMPANIES

A

Addison-Wesley Publishing Company. Reading, Massachusetts 01867

Ahrens Publishing Company, Inc. 116 West 14 Street, New York, N.Y. 10011

Allied Education Council. 5533 Woodlawn Avenue, Chicago, Illinois 60637;
and 117 Grant Street South, Galien, Michigan 49113

Allyn and Bacon, Inc. 150 Tremont Street, Boston, Massachusetts 02111

American Book Company. 55 Fifth Avenue, New York, N.Y. 10003

American Education Press. Education Center, Columbus, Ohio 43210

American Oil Company. 910 South Michigan Avenue, Chicago, Illinois 60680

American Southern Publishing Company. Colonial Press Building, Northport,
Alabama 34576

Ann Arbor Publishers. 610 South Forest, Ann Arbor, Michigan 48104

Appleton-Century-Crofts. 440 Park Avenue South, New York, New York 10016

Arco Publishing Company, Inc. 219 Park Avenue South, New York, New York 10003

Arno Press, Inc. 333 Fayetteville Street, Raleigh, North Carolina 27601

Associated Publishers. Los Altos, California 94022

Associated Publishers, Inc. 1538 Ninth Street, N. W., Washington, D. C. 20001

Association Press. 291 Broadway, New York, New York 10007

B

Beacon Press, The, Inc. 25 Beacon Street, Boston, Massachusetts 02108

Behavioral Research Laboratories. Box 577, Palo Alto, California 94301

Beissel English Services. 2531 Esch Avenue, Ann Arbor, Michigan 48104

Bete, Channing L., Inc. Box 112, Greenfield, Massachusetts 01301

Bobbs-Merrill. 4300 West 62nd Avenue, Indianapolis, Indiana 46206; and
3 West 57 Street, New York, New York 10019

Bremmer David Phonics. 161 Green Bay Road, Wilmette, Illinois 60091

C

California Migrant Ministry. 3330 West Adams Blvd., Los Angeles, California 90805

California Test Bureau. Bel Monte Research Park, Monterey, California 93940

Cambridge Book Company. 45 Kraft Avenue, Bronxville, New York 10708

Cascade Pacific Books. 5448 47 Avenue S. W., Seattle, Washington 94116

Cenco Educational Aids. Education Reading Aids Corporation, Carle Place, Long Island, New York

Chicago Career College. 23 East Jackson, Chicago, Illinois

Coates, William B. and Associates. 533 Title Building, Lexington and St. Paul Streets, Baltimore, Maryland 21201

Continental Publishing Company. 10866 Bluffside Drive, North Hollywood, California 91604

Cortina, R. D., Company. 136 West 52, New York, New York 10019

Croft, Arthur C., Company. 100 Garfield Avenue, New London, Connecticut 06320

Crowell, Thomas Y., Company. 201 Park Avenue South, New York, New York 10003

Crown Publishers, Inc. 419 Park Avenue South, New York, New York 10016

D

Day, John Company, The. 62 West 45 Street, New York, New York 10036

Doubleday and Company, Inc. 277 Park Avenue, New York, New York 10017; and Garden City, New York 11530

Dutton, E. P., Company, Inc. 201 Park Avenue South, New York, New York 10003

E

Education Development Laboratories. 284 Pulaski Road, Huntington, New York 11743

Educators Publishing Services, Inc. 301 Vassar Street, Cambridge, Massachusetts 02139

Encyclopedia Britannica Film, Inc. 1150 Wilmette Avenue, Wilmette, Illinois 60091

Encyclopedia Britannica Press. 425 North Michigan Avenue, Chicago, Illinois 60611

English Language Research, Inc. Cambridge, Massachusetts

Equitable Life Assurance Society of the U. S. 1285 Avenue of the Americas, New York, New York 10019

Eye Gate House, Inc. Jamaica, New York 11435

F

Farrar, Straus and Giroux, Inc. 19 Union Square, West, New York, New York 10003

Fearon Publishers. 2165 Park Boulevard, Palo Alto, California 94306

Federal Trade Commission. Washington D. C. 20580

Feil, Edward Production. 1514 Prospect Avenue, Cleveland, Ohio 44115

Follett Publishing Company. 1010 West Washington Blvd., Chicago, Illinois 60607

Friendship Press. 475 Riverside Drive, New York, New York 10027

G

Garrard Publishing Company. 1607 North Market Street, Champaign, Illinois 61821

Gifted Teachers Books, Inc. Box 83, Flossmor, Illinois 60422

Ginn and Company. Statler Building, Back Bay P. O. 191, Boston, Massachusetts 02117

Globe Book Company, Inc. 175 Fifth Avenue, New York, New York 10010

Golden Press. 850 Third Avenue, New York, New York 10022

Graflex, Inc. General Precision Equipment Corp., Rochester, N. Y. 14603

Greenleigh Associates, Inc. New York

Grossett and Dunlap, Inc. 51 Madison Avenue, New York, New York 10010

Grove Press. 80 University Pl., New York, N. Y. 10003

H

Harcourt, Brace and World, Inc. 757 Third Avenue, New York, New York 10017

Harper and Row Publishers. 49 East 33 Street, New York, N. Y. 10016;and and El-Hi Div., 2500 Crawford Avenue, Evanston, Illinois 60201

Haskell Institute, Publications Service, Lawrence, Kansas

Hastings House Publishers, Inc. 151 East 50 Street, New York, N. Y. 10022

Health Education Service, P. O. Box 7283, Albany, New York 12224

Heath, D. C. and Company. 285 Columbus Avenue, Boston, Massachusetts 02116

Hobbs, Dorman and Company, Inc. 441 Lexington Avenue, New York, N. Y. 10017

Holt, Rinehart and Winston, Inc. 383 Madison Avenue, New York, N.Y. 10017

Houghton-Miflin Company. 53 West 43 Street, New York, N. Y. 10036 (Reading Materials); and 2 Park Street, Boston, Massachusetts 02107 (Math)

Household Finance Corporation (Money Mangement,)Prudential Plaza, Chicago, Illinois

I

Imagination, Inc. 4032 Maryland Avenue N., Minneapolis, Minnesota 55427

Industrial Union Department, AFL-CIO, 815 16 Street N.W., Washington, D.C. 20006

Institute for Language Study, 24 Clinton Avenue, Montclair, New Jersey 07042

Institute of Life Insurance, Education Division, 277 Park Avenue, New York, New York, 10017

Instituto Mexicano Norteamerico de Relaciones Culturales, A. C., Hamburgo 115, Mexico, 6 D.F.

Institute of Modern Language, Inc. Washington D. C.

Instructional Materials Laboratories, Inc. 18 East 41 Street, New York, New York 10017

K

Knopf, Alfred A., Inc. 501 Madison Avenue, New York, New York 10022

L

Laidlow Brothers. Thatcher and Madison Avenue South, River Forest, Illinois 60305

Latin American Institute Press, Inc. (See Regents Publishing Co., Inc.)

Laubach Literacy, Inc. P. O. Box 1313, Syracuse, New York 13210

League of Women Voters of Michigan, 4612 Woodward, Detroit, Michigan 48201

Lingoco. 1043 Coast Blvd. South, LaJolla, California 92037

Lippincott, J. B., Co. East Washington Square, Philadelphia, Pennsylvania 19105

Little, Brown and Co. 34 Beacon Street, Boston, Massachusetts 02106

M

MacMillan Company, The. 60 Fifth Avenue, New York, New York 10011

McGraw-Hill Book Company. Technical and Vocational Division (Math), 330 West 42 Street, New York, N. Y. 10036; and Webster Division (Reading and English), New York and St. Louis

Messner, Julian, Inc. 8 West 40 Street, New York, New York 10018

Metropolitan Life Insurance Company, Health and Welfare Division, 1 Madison Avenue, New York, N. Y. 10010

Morrow, William, and Co., Inc., 425 Park Avenue South, New York, N. Y. 10016

Mott Foundation, Flint, Michigan(See Allied Education Council)

N

NAACP. 20 West 40 Street, New York, New York 10018

NAPSAE, 1201 16 Street, N. W., Washington D. C. 20036

New Reader's Press. Box 131, Syracuse, New York 13210

New York City Board of Education, New York, N. Y.

Noble and Noble. 750 Third Avenue, New York, N. Y. 10017

O

Oxford Book Company. 222 Fifth Avenue, New York, N. Y. 10003

P

Pacific Coast Publishers. Campbell Avenue at Scott Drive Menlo Park, California 94025

Pendell Publishing Company, Midland, Michigan

Penguin Book, Inc. 3000 Clipper Mill Road, Baltimore, Maryland 21211

Pocket Books, Inc. Affiliated Publishers, Inc. 630 Fifth Avenue, New York, N. Y. 10020

Prentice-Hall, Inc. 70 Fifth Avenue, New York, N. Y. 10011; and Englewood Cliffs, New Jersey 17632

Public Affairs Pamphlets. 381 Park Avenue South, New York N. Y. 10013

Putman's, G. P., Sons. 210 Madison Avenue, New York, N. Y. 10016

R

Random House, Inc. 457 Madison Avenue, New York, N. Y. 10022

Reader's Digest Services Inc. Educational Division, Pleasantville, New York 10570

Red Cross, American. National Headquarters, 2025 East Street, N. W., Washington D. C. 20006

Regents Publishing Company, Inc. 200 Park Avenue South, New York, N. Y. 10003

Richards, Frank A., Publisher. 215 Church Street, Phoenix, New York 13135

S

Scarecrow Press, Inc. 257 Park Avenue South, New York, N. Y. 10010

Scholastic Book Services, Scholastic Magazines. 50 West 44 Street, New York, N. Y. 10036

Science Research Associates, Inc. 259 Erie Street, Chicago, Illinois 60611

Scott, Foresman and Company. 433 East Erie Street, Chicago, Illinois 60611

Seabury Press, Inc., The. 815 Second Avenue, New York, N. Y. 10017

Self-Taught Publications. New York

Senior Citizens of America. 1129 Vermont Avenue, N. W., Washington, D. C.

Silver Burdett Company. Park Avenue and Columbia Road, Morristown, New Jersey 07960

Simon and Schuster, Inc. 630 Fifth Avenue, New York, N. Y. 10020

Steck-Vaughn Company. P. O. Box 20208, Austin, Texas 78767

Sullivan Associates. Box 693, Los Altos, California 94023

U

U. S. Armed Forces Institute. Department of Defense, Madison, Wisconsin 53703

U. S. Government Printing Office. Superintendent of Documents, Washington, D. C. 20402

U. S. Department of Justice. HEW, Washington, D. C. 20201

U. S. Office of Education. Washington, D. C.

V

Viking Press, Inc., The. 625 Madison Avenue, New York, N. Y. 10022

W

Washington Square Press. 630 Fifth Avenue, New York, N.Y. 10020

World Book Encyclopedia. Field Enterprises, Chicago, Illinois

World Population. 515 Madison Avenue, New York, N. Y. 10022

Z

Zaner-Bloser Company. 612 North Park Street, Columbus, Ohio 43715

Zenith Books. (Doubleday and Company, Inc.) 277 Park Avenue, New York, N. Y.

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